



# Whitleigh Community Primary School **First Aid Policy**

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# Whitleigh Community Primary School

## First Aid Policy

This policy provides information on how Whitleigh Community Primary School fulfils first aid requirements, manages illness and accidents and the reporting process within the school. This policy applies to Whitleigh Community Primary School and all governors, pupils and staff of the school must abide by this policy, which has been adopted pursuant to the Pupil Welfare Statement of the Greenshaw Learning Trust.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

The policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools, and Supporting Pupils at School with Medical Conditions. It will be reviewed every three years or more frequently if required.

This policy should be read in conjunction with:

- The GLT Health and Safety Policy and Procedures
- The GLT Educational Visits Policy
- The School Supporting Children with Medical Conditions Procedure
- The School Administration of Medicine Procedure

This procedure is the responsibility of: Headteacher

This procedure was reviewed and updated on: 01/06/2025

This procedure was approved by the School Governing Body on: 07/05/2025

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# Whitleigh Community Primary School

## First Aid Policy

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### General Principles

In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in a First Aid Room, but it is important to ensure that all necessary follow-up action is taken.

Parents should be informed immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or has to be referred to hospital.

### Responsibilities:

#### Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

### **First aiders**

First aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident Keeping their contact details up to date

Our school's first aiders are listed in the appendix. Their names are displayed prominently around the school site.

### **First Aid Provision**

The arrangements for first aid provision will be adequate to cope with all reasonably foreseeable incidents.

Supplies of first aid material will be monitored regularly by the First Aid Nominated Staff Member (Mrs Sam Powell) and any deficiencies made good without delay. This includes the provision of portable First Aid packs for trips. The materials will be checked by the start of each term and any items used should be reported to the First Aid Nominated Staff Member (Mrs Sam Powell).

Anyone needing first aid should, in the first instance, inform the nearest adult who will direct the person requiring first aid to the appropriate space/adult. There is a First Aid station for children to access during break times and lunchtimes.

The location of first aid equipment is shown in the appendix and will be displayed prominently around the school site.

## **First Aid Training**

All first aiders must have completed an appropriate training course. Courses run by the St John Ambulance or British Red Cross meet GLT requirements. If another provider is used, the Headteacher will have completed appropriate due diligence to ensure compliance with the expectations set out by the HSE. The school will keep a register of all trained first aiders, what training they have received and when this expires (see appendix).

The Headteacher will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, staff will be required to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years

## **Automated External Defibrillation (AEDs)**

The school's AED is located in outside of the school office and on the landing before the Key Stage 1 corridor. Primary schools have machines and pads that are suitable for children under the age of 8 years.

## **Trips and visits**

First Aid arrangements for School Trips and Visits are contained in the GLT Educational Visits Policy. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First aid kits are to be taken on school trips.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as a part of a school-related activity.

## **Illness and Accidents**

In the event of a pupil becoming ill or having an accident the following procedures are followed:

Illness:

- When a pupil feels ill at School, they should be escorted to the 'lobby' outside the staffroom and library, where a first aider will decide on what action should be taken.
- Either the Headteacher, the Deputy Headteacher or the SENDCo will be responsible for deciding whether the pupil should be allowed to go home
- If it is decided that a pupil should go home, then a parent or guardian must be contacted to collect the pupil.
- If the pupil requires medication, this will be administered according to the guidelines within the School's administering Medication in School Procedure.

- If the pupil requires care at a hospital, the parents or guardian will be informed immediately. If deemed to be a non-emergency, a parent or guardian will be asked to collect the pupil without delay and accompany him to a hospital of their choice.
- If it is deemed necessary to attend hospital without delay, the pupil will be accompanied to the hospital by a member of school staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their child as quickly as possible.

#### Accidents:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider if required
- If the accident is of such a nature that the casualty should not or cannot be moved, a qualified First Aider will attend at the scene immediately otherwise they should be escorted to the First Aid station in either Key Stage corridor, where a first aider will decide on what action should be taken.
- The above procedures for illness will then apply to accidents.
- The Nominated First Aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- The Headteacher must be contacted immediately if the injury is of a serious nature.
- The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The Headteacher will also notify the relevant local child protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **Recording of Incidents**

All occasions of pupils and staff requiring first aid attention or treatment are recorded the same day or as soon as possible after an incident or accident. The following details are recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of the affected person
- Nature of illness/accident
- Details of any First aid administered
- Whether parents are contacted and whether a pupil is sent home or to hospital

Details of any accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh in the mind.

## Reporting of Incidents

The GLT Incident Form (accessed via the Intranet) is to be used to report any adverse incident that takes place in any of our schools. This is for the purpose of recording, reporting, investigation (if necessary), to prevent repeat incidents, and to maintain safe environments for our students, staff, and visitors. Completed forms will be sent to your Headteacher, the school Site Manager, and to GLT Shared Services.

What needs to be reported using the GLT Incident Form?

### Injury / Illness

- Amputation
- Breathing difficulties
- Burn / scald
- Eye injury
- Fatality
- Fracture / dislocation
- Head injury
- Internal injury
- Major bleeding
- Sprain / strain
- Unconscious / collapse / seizure
- Serious illness

### Dangerous occurrence / Near miss

- Hit by moving or falling object (or near miss)
- Hit by vehicle (or near miss)
- Injured while lifting or carrying (or near miss)
- Slipped, tripped or fell (or near miss)
- Fall from height (or near miss)
- Exposed to harmful substance (or near miss)
- Electrical incident (or near miss)

### Building damage

- Fire damage
- Flooding
- Weather damage
- Malicious or accidental damage

### Fire related incident

- Evacuation of building
- False alarm (accidental or malicious)

- Fire – damage to building / property
- Fire – injury to persons
- Fire safety visit
- Fire Service attended alarm activation

#### Violence & aggression

- Violence / aggression between students.
- Violence / aggression towards a pupil by a member of the public.
- Violence / aggression towards staff by a member of the public.
- Violence / aggression towards staff by a pupil

#### Environmental Health related incident

- EHO routine inspection
- EHO visit as a result of a complaint
- EHO Enforcement Notice

### **Reporting to the HSE**

The School Health and Safety Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Further information regarding accident reporting and recording can be found in the GLT Health and Safety Policy.

## Appendix

<b>Name of trained First</b>	<b>Type of training/certificate</b>	<b>Expiry date of certificate</b>
Mrs L Baker	Emergency First Aid at Work	02.09.2027
Miss L Bennallack	Emergency First Aid at Work	02.09.2027
Miss S Boolds	Paediatric First Aid	05.09.2025
Mrs R Buckley	Emergency First Aid at Work	04.09.2026
Miss H Conway	Emergency First Aid at Work	05.09.2025
Mrs H Derrick	Paediatric First Aid	02.09.2027
Mrs J Escott	Paediatric First Aid	02.09.2027
Miss S Grills	Emergency First Aid at Work	04.09.2026
Miss T Hallam	Emergency First Aid at Work	04.09.2026
Mrs N Husk	Emergency First Aid at Work	04.09.2026
Mr O Jones	Paediatric First Aid	05.09.2025
Mrs T Le Gallez	Paediatric First Aid	02.09.2027
Miss C Ling	Paediatric First Aid	04.09.2026
Miss J McCallister	Emergency First Aid at Work	26.05.2025
Ms S Nicholls	Emergency First Aid at Work	02.09.2027
Ms A Nicol	Emergency First Aid at Work	02.09.2027
Mrs G Niedzielski	Paediatric First Aid	04.09.2026
Mrs Sue Powell	Paediatric First Aid	02.09.2027
Mrs Sam Powell	Emergency First Aid at Work	04.09.2026
Mrs J Rowe	Emergency First Aid at Work	04.09.2026
Mrs K Reeves	Emergency First Aid at Work	04/09/2027
Mrs A Young	Emergency First Aid at Work	02.09.2027
Miss S Stokes	Emergency First Aid at Work	02.09.2027
Mrs C Thurkettle	Emergency First Aid at Work	02.09.2027
Miss A Vosper	Emergency First Aid at Work	04.09.2026
Mrs T Waghorn	Emergency First Aid at Work	02.09.2027

First Aid Equipment:	Location
Thermometer	First Aid Cabinet
Asthma Pumps and Spacers	First Aid Cabinet
Disposable Gloves	First Aid Cabinet
3 x Bum Bags (small first aid kits)	First Aid Cabinet
Reusable and Disposable Ice Packs	First Aid Cabinet
Assortment of bandages (triangular/eye/finger)	First Aid Cabinet
Safety Pins	First Aid Cabinet
Scissors (for clothes)	First Aid Cabinet
Burn plasters	First Aid Cabinet
Assortment plasters	First Aid Cabinet
Saline Eyewash	First Aid Cabinet
Disposable airway	First Aid Cabinet
Vomit bags	First Aid Cabinet