



## First Aid Policy

<b>Date Published</b>	<b>September 2025</b>
<b>Version</b>	<b>1</b>
<b>Approved Date</b>	<b>September 2025</b>
<b>Review Cycle</b>	<b>Annual</b>
<b>Review Date</b>	<b>January 2026</b>

An academy within:



“Learning together; to be the best we can be”



## 1. Policy Aims

- 1.1. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. All staff should aim to promote the physical and mental well-being of students and staff. Stay calm and do no further harm is a fundamental first aid message.

## 2. Policy Objectives

- 2.1. This policy aims to:

- To ensure all pupils and staff are kept safe in the event of an injury
- To ensure that first aid provision is available at all times
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/ carers of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To provide mental health first aid training where appropriate
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

## 3. Summoning Assistance

- 3.1. Most teaching and non-teaching staff are trained in Emergency First Aid Awareness and should administer first aid where appropriate at the scene. If administration of a fully trained First Aider for more senior incidents is required, staff should immediately contact the office who will inform SLT. The following information should clearly be communicated:

- Where the casualty is
- Who they are
- What has happened?
- The time since the injury took place



- 3.2. If an ambulance is required, the fully trained first aider or a member of SLT will make the call.

## 4. First Aid Provision

- 4.1. First aid kits are distributed around school. Their location is indicated by a green First Aid sign. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. Monthly checks will be carried out on the contents of the boxes but staff are also asked to replenish items as they use them.
- 4.2. An **automated external defibrillator (AED)** is available for emergency use. At all sites the AED is located in reception.

## 5. Qualified Staff

- 5.1. Multiple staff members, across all 3 sites, are first aid trained. Westfield Hub First Aid is provided by Westfield School Staff.

## 6. First Aid Treatment

- 6.1. All qualified staff attend regular update first aid training to meet current HSE and legal requirements. Where applicable, pupils' specific care plans procedures should be followed. If any doubt remains, medical advice should be obtained. Where the incident is not an emergency, but further advice/treatment is needed from a GP/other health professional, then parents/carers will be contacted to discuss the situation, with a view to parents/carers taking the child to that medical help. Where parents/carers cannot be contacted, then school staff will escort the child to hospital for investigation, for example in the case of a possible fracture.

## 7. First Aid On External Visits

- 7.1. First Aid kits should be taken out on all school visits. First aid provision should be followed as detailed on the risk assessment for each visit.



- 7.2. **It is the responsibility of the lead member of staff to check first aid kit contents every external visit and re-stock as necessary with assistance from reception.**

## 8. Emergency Arrangements

- 8.1. Where the injury is an emergency, a fully trained First Aider or SLT should be called and a 999 call should be made.
- 8.2. SLT will:
- Allocate a member of staff to escort the paramedics to the casualty
  - Notify parents/carers if requested
- 8.3. If a pupil is taken to hospital, a staff member (familiar with the situation and pupil) and/or a member of the SLT will supervise until parents/carers arrive.
- 8.4. Where a child has a Medical Care Plan, this will be taken to hospital with the child. In addition, the member of staff will take the information sheet printed by reception from SIMS.

## 9. Hygiene/Infection Control

- 9.1. In relation to hygiene and infection control:
- Hands must be washed after giving First Aid
  - Single-use non-latex disposable gloves must be worn when treatment involves blood or other body fluids
  - Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the grey clinical waste box (located in Personal Care)
  - The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry. Exposed cuts and abrasions should always be covered using non-allergic dressings and tape
  - Appropriate PPE to be worn at all times.

## 10. Incident Reporting



- 10.1. All first aid treatment is recorded on SIMS under the relevant student. This needs to be completed by the person administering First Aid and by the person who witnessed the accident. This incident should also be uploaded onto CPOMS.
- 10.2. The incident should be recorded on the school's MIS and on CPOMS.
- 10.3. When a serious accident occurs and the pupil requires treatment, a Pupil Accident Report Form should be completed by the person who witnessed the accident and uploaded onto the Iam system and the Trust informed of this.

## 11. Sharing Of Information Within School

- 11.1. Good communication ensures that accident reporting, risk identification, reduction and elimination are effective. Good communication is also essential to promote healthy and safe working/learning environments and avoid misunderstandings.
- 11.2. Information will be shared through staff meetings.
- 11.3. All staff are advised to be familiar with pupils' medical needs, associated care plans and risk assessments.