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# Weobley Schools' Federation

## First Aid Policy

March 2026

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### Introduction

Weobley Schools' Federation is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, students and visitors.

The schools will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies: Health and Safety Policy, Safeguarding Policy and Supporting Students with Medical Conditions Policy.

The Executive Headteacher has overall responsibility for ensuring that the schools have adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation

- o [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- o [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- o [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- o [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

- o [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- o [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of students
- o [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavors, always, to secure the welfare of the students.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

### **Aims of this Policy**

- To ensure that the Schools have adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury;
- To ensure that medicines are only administered at the Schools when express permission has been granted for this using the appropriate documentation (appendix 1)
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the School site.

### **To achieve the Policy Aims, the School will:**

- Have suitably stocked first aid boxes (responsibility of The Lead First-Aider to keep Boxes/ Kits stocked).
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury).
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of staff who have undergone first aid training, which can be requested from the School Business Manager in the High School or Office Manager in the Primary School.
- Provide information to employees, students and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that a Minor Injuries Log is maintained in the School Office and every incident that requires first aid is recorded including any treatment given. The Accident/Incident Report Form will be completed for more serious accidents injuries and when a child is taken from the school direct to Hospital for treatment. The forms will be reviewed and analysed for patterns regularly and remedial action put in place.

- Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips as assessed by risk. A portable first aid kit will be taken on all such trips.
- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

### **First Aid Boxes and First Aid Travel Kits**

#### **Weobley High School**

The first aid boxes are located in the following locations:

- The Medical Room (main First Aid location for staff, visitors and the school children)
- The School Office
- Sports Hall
- Science Prep Room

First aid travel kits for off-site visits are located in the School Office and in School vehicles.

#### **Primary School**

The first aid boxes are normally located in the following locations:

- Nursery
- Between Reception /Year 1 exit
- Outside Year 5 classroom
- Kitchen

First aid travel kits for off-site visits are located in the medical room.

#### **First Aiders**

The main duties of First Aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their First Aid at Work certificates are kept up to date through liaison with the School Business Manager in the High School and Office manager in the Primary School

The Lead First Aider(s) will be responsible for maintaining the First Aid kits and supplies.

The current Lead First Aider is Joanne Shock, School Office Manager in the High School and Marita Drew, HLTA in the Primary School.

#### **Weobley Primary School**

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

#### **Emergency Procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (see list in Staff Room/at Reception and various other locations around the School for up-to- date information on First Aiders).

If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims;
2. Call for assistance from the Ambulance Service via 999 or 112 stating the location of the injured person, their age(s), their gender(s) and what is wrong with them. If the Ambulance Service indicate that they cannot or will not attend, the reason for this non-attendance should be recorded. The Headteacher or their Deputy must be informed and a decision taken on whether to transport the injured person to a Doctor or to an A&E/ MIU. Moving the injured person(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse;
3. Make sure that no obvious further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing students/ people from the scene;
4. See to any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised or potentially suffer from Shock, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately;
5. When the above actions has been taken, the incident must be reported to:
  - a) the School Business Manager/ First Aid Co-ordinator/ School Administrator/Head of School
  - b) the parents (or other closest relatives) of the casualty(ies), and
  - c) the Police, if a criminal offence may have occurred.
6. Allocate School staff resources carefully between helping the casualty (ies) e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after students not affected by the accident. All three activities are important;
7. Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
8. Complete a 'Accident/Incident Report Form' or Minor Injuries as appropriate;
9. If the accident is serious, the Headteacher or member of the SLT will report the matter to the School's Health & Safety Advisers, Governors and potentially, the school's insurers;
10. Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it;
11. Without delay, begin to consider ways of preventing recurrence of such an accident from happening again and implement those preventative measures. The School's Health & Safety

Advisers will help with this. If the accident is very serious, or fatal, they will report the matter to the Health and Safety Executive.

12. Decide for the return to school of the accident casualty (ies) and of those worried or traumatised by the accident.

If the initial assessment indicates that a minor injury has taken place; then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider;
2. Complete a 'Minor Injuries Log' and Head Bump text if appropriate or telephone call.
3. Parents informed (generally at the end of the day).

### **Ambulances**

First Aiders will normally request an Ambulance on the following occasions:

- In the event of a serious injury or condition e.g. person ceases or struggling to breath, severe chest pains;
- In the event of any significant head injury;
- In the event of a period of unconsciousness – witnessed or suspected;
- Whenever there is a fracture other than to fingers or toes or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an Ambulance is requested, School Administrators should make arrangements for the ambulance/ Paramedic/ Community First Responder to have easy access to the injured person. Arrangements should be made to ensure that any student is accompanied in an Ambulance, by a member of staff until one of the student's parents, guardians or their named representative is present. A member of staff will remain with the student until one of the student's parents, guardians or a named representative appointed by a parent arrives at the hospital.

### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing;
- Use suitable eye protection and a disposable apron, where splashing may occur;
- Use devices such as pocket masks or face shields, where appropriate, when giving mouth to mouth resuscitation;
- Wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water;
- Wash splashes out of eyes with tap water and/or an eye wash bottle;
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination on the School Accident/Incident form;
- Take medical advice (if appropriate).

### **Reporting to parents**

In the event of accident or injury to a student, at least one of the student's parents must be informed as soon as practicable. Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident

requiring emergency medical treatment, the student's Class Teacher/ Head of Year, in consultation with the Headteacher, will telephone the student's parents as soon as possible. A list of emergency contact details are kept on SIMS.

### **Visits and events off site**

Before undertaking any off-site events, the Teacher organising the trip or event will assess level of first aid provision required by undertaking a risk assessment of the event/activity and persons/ abilities involved as part of the normal off site trip planning. This will be reviewed by the School EVC before the event is organised. Please see the separate School Trip Policy for more information about the School's educational visit requirements.

### **Weobley Primary School**

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **Storage of medication**

Medicines are always securely stored in accordance with individual product instructions, except where individual students have been given responsibility for keeping such equipment with them e.g. Asthma Inhalers. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

A supply of medication should be available for students with medical conditions that require regular medication to be administered during the school day. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of these medical conditions are anaphylaxis, epilepsy and diabetes. The School's 'Supporting Students with Medical Conditions' Policy contains further details.

### **Illness**

A quiet area will be set aside for withdrawal and for students to rest while they wait for their parents/carers to arrive to pick them up. The Medical room is located on the ground floor by the school office in the High School, in the Primary School, students will wait in the reception area adjacent to the main office. This area has easy access to a toilet and hand washing facilities. Students will be monitored during this time. When a child becomes ill during the day the parents/carers will be contacted and asked to pick their child up from school as soon as possible.

### **Automated External Defibrillators (AEDs)**

AED's are located in the High School reception and Sports Hall and in the Primary School, it is located outside the main reception door. This is decided on the basis of first aid needs assessments. Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.

## **Conclusion**

Parents will be asked to complete and sign the Student Information intake form when their child is admitted to the school which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.

**Reviewed in: March 2026**

**By: Joanne Shock**

**Adopted by Governing Body: March 2026**

**To be reviewed: March 2027**

**Appendix 1**



**Weobley High School The Administration of Medication to Student**

Please complete this form if you wish a qualified first aider to administrate medication to your child during the school day.

Name of child..... Form.....

Medication to be administrated.....

Dose to be given..... Time of day to be administrated.....

Reason(s) that the medication is to be taken for i.e headaches

.....

.....

\*Start date..... End date..... (\*if appropriate)

Any other relevant information.....

Parent/Carer signature.....

Date.....

Received in school by..... Date.....

Returned medication to Parent/Carer by.....

Date.....

**\*\*\*\* Important\*\*\*\***

The school will administrate the named medication to the student for only the stated condition(s) above.

We are unable to administrate any medication without this form being completed.