



Walkwood
Church of England  Middle School

First Aid Policy

Governing Body Committee responsible:		Ethos, Inclusion and Care	
Approval granted:	3 November 2025	Review date:	Autumn Term 2027

Statement of intent

Walkwood CE Middle school 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, pupils and visitors.

Walkwood CE Middle School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

The School's Administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance

Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

2. Aims

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 endeavours, at all times, to secure the welfare of the pupils. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, 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.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.

- Ensure that all medicines are appropriately stored.
- 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 aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

Essential Items

- 1 x guidance leaflet on basic first aid
- 20 x individually wrapped sterile adhesive dressings (plasters) – assorted sizes
- 2 x sterile eye pads
- 4 x individually wrapped triangular bandages (preferably sterile)
- 6 x safety pins
- 6 x medium-sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- 2 x large sterile unmedicated wound dressings (approx. 18cm x 18cm)
- 1 x pair of disposable gloves (nitrile or latex-free)
- 2 x individually wrapped moist cleansing wipes
- 1 x roll of microporous tape
- 1 x pair of blunt-ended scissors
- 1 x resuscitation face shield or pocket mask (optional but recommended)
- 2 x instant cold packs
- 1 x disposable waste bag for clinical waste
- 1 x eye wash pod (sterile saline, 20ml)

Recommended Additional Items for School Environments

- Hypoallergenic plasters (for sensitive skin)
- Burn relief gel or burn dressing
- Adhesive finger dressings (fabric type)
- Conforming bandages (assorted sizes)
- Tweezers (for splinters)
- Instant hand sanitiser
- Antiseptic spray or wipes
- Ice packs (reusable or disposable)
- Vomit bowls or disposable sick bags
- Tissues and disposable paper towels

The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely

after the expiry date has passed.

The first aider should also check and restock classroom supplies.

First aid boxes are located in the following areas:

Medical room

Kitchen

Lab 1, Lab 2, Lab 3

Food tech room

Art room

Resistant materials room

Minibus

Reflection room (JVB)

First aiders in school- See Appendix 2

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

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Training Administrator and Head of School.

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 course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, 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 first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- 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 called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.

- Call an ambulance, if this is appropriate – after receiving a parent/guardian’s clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(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.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- When the above action has been taken, the incident must be reported to:

The CEO/Headteacher/Assistant Headteacher

The parents/carer of the victim(s)

Trained first aid staff are authorised to administer first aid independently in line with their training and the procedures set out in this policy. Following any treatment or support given, they must **record the incident promptly and accurately on Passtab**, ensuring full details are logged and follow-up actions (such as parent notification or RIDDOR reporting) are completed where applicable. SLT must be informed of any injury or illness which is deemed by the first aid of non-minor or resulting in external medical agency involvement.

First Aid During PE Lessons

Due to the physical nature of Physical Education and sports activities, there is an increased likelihood of minor injuries such as grazes, sprains, or bumps. The school ensures appropriate first aid arrangements are in place during all PE lessons and sports events.

All **PE staff are first aid trained** and will manage **minor injuries** that occur during lessons, games, or extracurricular sports.

In the event of a more serious injury or where **contact home may be required**, a **qualified first aider** can be called for additional support.

PE staff must carry a **radio or school communication device** when lessons take place on the **school field** to ensure prompt contact with the main office or medical room.

First aid kits are available in all PE areas and must be **checked regularly** by designated first aiders to ensure adequate stock levels.

Any injury, however minor, must be **recorded on Passtab**, and where appropriate, reported to parents or carers in accordance with the school’s reporting procedures.

The PE department is responsible for ensuring that all relevant first aid qualifications are **kept up to date** and that risk assessments for sports activities are reviewed annually.

This approach ensures that all pupils participating in physical activities receive **immediate, competent care** and that communication between staff and the medical team remains **efficient and effective**.

Reporting to parents/guardians

- In the event of a serious incident or injury to a pupil, at least one of the pupil's parents/guardians must be informed as soon as practicable. Minor incidents or injuries do not have to be reported home but must always be recorded on Passtab.
- Parents/guardians must be informed in writing 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, office staff will telephone the pupil's parents/guardians as soon as possible.
- A list of emergency contact details are kept on Arbor.

Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the EVC Co-ordinator before the event is organised. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

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 parents/guardians to arrange for safe disposal when they are no longer required. If not collected after a period of 8 weeks the medication will be disposed of by the first aiders.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

Parents/guardians 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 this include epilepsy and diabetes. A disclaimer will be signed by the parents/guardians in this regard.

Parents/guardians will be required to complete a medical form giving permission to staff to administer any medicines as necessary before such medicines are given.

Illness

When a child becomes ill during the day, the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

Pupils will remain in the medical room/reception area to rest while they wait for their parents/guardians to arrive to pick them up. Pupils will be monitored during this time.

Pupils with Temporary Medical Needs or Injuries Affecting Mobility or Creating Vulnerabilities

Where a pupil sustains a **temporary injury** (e.g. fracture, sprain, soft tissue damage) or develops a **short-term medical condition** that affects mobility, stamina, or physical safety, the school will implement a structured **Plan–Do–Review cycle** to ensure their health, safety, and access needs are fully met.

(a) Plan

- The **Head of Year** will lead a **risk assessment and support plan** as soon as possible following notification of the injury or condition.
- This plan will consider how the pupil can safely access lessons, social spaces, and school facilities, including any changes to timetable, classroom location, or supervision requirements.
- The risk assessment will be completed using the school's template and in accordance with **Appendix A: Plan–Do–Review Cycle**.
- The plan will be shared with:
 - The **pupil's teaching staff** (to ensure classroom adaptations are in place)
 - The **First Aid Team** (to ensure medical awareness and support)
 - The **Site Team** (to implement any access adjustments such as ramps, seating, or movement routes).

(b) Do

- Agreed actions and control measures will be implemented immediately.

- Where required, the Site Team will ensure safe access arrangements (e.g. ground-floor room allocation, supervision on stairs, or evacuation adjustments).
- The First Aid Team will monitor the pupil's wellbeing and provide medical support as needed.
- The Head of Year will liaise with parents/carers to keep them informed of arrangements and review progress.

(c) **Review**

- A **weekly review** of the risk assessment will be carried out by the **Head of Year**, in consultation with the First Aid Team and Site Team.
- This ensures the pupil's needs are **regularly monitored**, that adaptations remain suitable, and that any recovery progress is recognised.
- Any updates to the plan will be shared promptly with relevant staff and recorded for safeguarding and compliance purposes.
- Once the pupil has fully recovered and no longer requires adjustments, the plan will be closed, signed, and archived securely.

This approach ensures all pupils with temporary injuries or medical vulnerabilities are supported with dignity, inclusion, and appropriate levels of supervision while maintaining a safe environment for all.

Consent

Parents/guardians will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid.

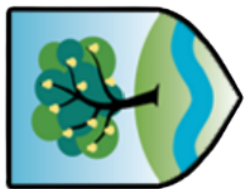
Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring and review

This policy will be reviewed annually or before if necessary by the CEO/Headteacher in conjunction with the Governors; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

RISK ASSESSMENT PROCESS



PLAN:

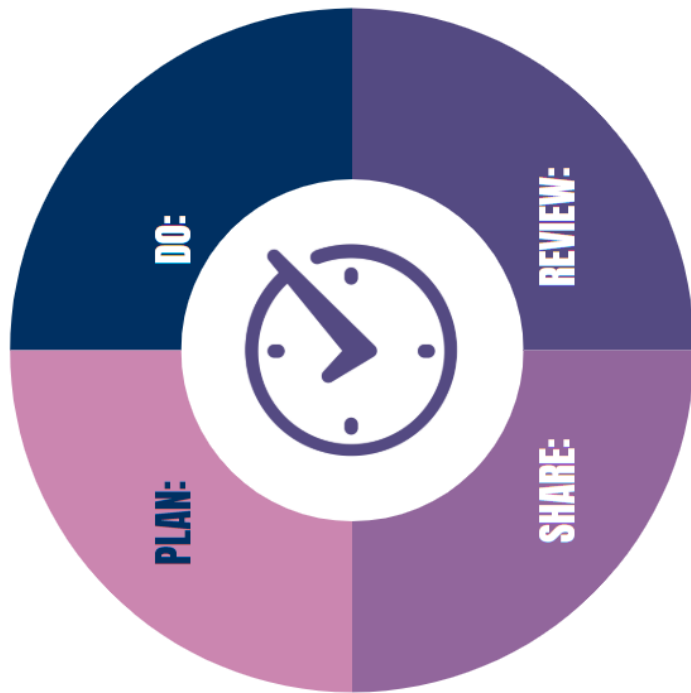
Heads of Year (HOY) are informed of an injury requiring a risk assessment either by a parent or the office. They then contact the parent to discuss and complete the necessary risk assessment.

DO:

Risk assessment is conducted by collaborating with teachers, the site team, and first aid personnel. Updates are communicated through the office as a pastoral or medical note. Additionally, the reasonable adjustments tab is filled out and includes a review date.

REVIEW:

On the agreed date (within seven days), the risk assessment will be reviewed by HOY and communicated to all parties involved. This process will continue until the risk of injury is no longer a concern and full integration into school life is achieved.



SHARE:

Sharing information with teachers, first aid staff, the office, and the site team fosters effective communication and enhances vigilance throughout the school. This should be completed at each review.

Appendix 2

Current First Aid qualified staff:

Reece Davies-Jones	Teaching Assistant
Katie Grant	Head of Year
Therese Griffiths	MAB Manager
Jo McAfee	SEND Admin
Phil McHague	Teaching Assistant
Paul Miles	Teacher
Harry Sharpe	Site Manager
Julie Whitehouse	Receptionist

The current Schools first aid course appointed person(s) are:

Deb Brotherhood	Pastoral Manager
Louise Cull	Assistant Headteacher
Sammi Ellis	DT Technician
Jessica Fisher	Science Technician
Helen Hands	Pastoral Manager
Chris Hunt	Head of Year
Mary Johnson	Assistant Headteacher
Vicky Jordan	Pastoral Manager
Caroline Lowe	Headteacher, DDSL
Richard McDonald	Head of Year
Gemma McKenna	Pastoral Co-ordinator, DSL
Lauren Timmings	Teaching Assistant
Simon West	Assistant Headteacher , DDSL
Liam Wootton	Teacher
Emma Worrallo	Teacher