

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

FIRST AID POLICY



CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 24 – Children have the right to good quality health care.

RATIONALE

First Aid is the initial care given to someone if they are injured or have a sudden illness whilst at work. The Academy has a duty of care towards its employees, children and anyone visiting the premises. Trained members of staff should be available at all times within the school day, and first aid kits always accessible.

PURPOSES

To ensure that first aid is available during the school day, and also when educational visits are undertaken.

To ensure staff are aware of basic first aid principles to allow for swift treatment and to avoid premature handling to those seriously hurt.

To clarify roles and responsibilities of those administering first aid, and to ensure assistance is summoned appropriately.

To clarify the responsibilities of the children and guests on the school premises.

GUIDELINES

- The Academy will complete a First Aid Risk Assessment annually which informs the number of trained first aid staff
- The Academy will always have a member of staff trained in first aid available during the school day. The school will ensure that at least two members of staff hold the First Aid at Work qualification, and a minimum of two holding other appropriate certificates.
- There are two defibrillators available, located outside the school office. A number of staff are trained in defibrillation, however any person may use a defibrillator with guidance from the 999 service.
- During lunchtimes a designated First Aider is available within the building, responsible for administering first aid, record keeping and ensuring stock levels of equipment.
- First Aid materials will be kept in an accessible place. There are static kits and portable kits available throughout the school. A portable kit must be taken on all trips and visits.
- Years 4-6 have a residential visit. The party leader will ensure that there is at least one first aid trained member of staff attending with our party in addition to the First Aiders available at the camp sites.
- All minor injuries will be recorded on the proforma sheet, with accident forms available for any injury requiring further medical attention. All '3 day' injuries resulting from an accident at school will be reported under RIDDOR using Delegated Services (see appendix).
- Minor injuries may be treated on a self-help basis or by any member of staff in *loco parentis*. Other injuries should be referred to a first aider.
- Children who are unwell during the school day need to be referred to a First Aider or Headteacher/ Deputy to make a decision whether it is appropriate to send them home. Support staff or teachers should not make the decision prematurely, or indicate to a child that this will be

the case. Dept. of Health issue guidance on a variety of illnesses which should be referred to for advice.

- Children with severe sickness or diarrhoea should be isolated from other children to prevent spread of infection. Children with a chronic sickness condition or anxiety can remain in school at the Headteacher's discretion.
- Premature handling of a patient can easily worsen the condition; therefore urgent assistance should be sought if uncertain about injuries sustained. No-one should move a person unnecessarily.
- Any member of staff dealing with any form of body fluid must wear gloves at all times and dispose of them in a yellow clinical waste bag. All gloves in school are latex free, and there is a clinical waste facility adjacent to the office.
- Children suffering from chronic conditions that may have acute episodes (e.g. asthma) should carry their own medication as far as possible, or have them available in their bag. Children in the Foundation Stage and KS1 can have their medication stored centrally in an unlocked area where it is accessible to staff.
- The parents/ carers of any child suffering from an illness that may result in a life-threatening condition (e.g. food allergy), and need immediate medication should contact school to arrange a treatment plan. The school will then arrange training and seek volunteers from the staff to meet the needs of the child (i.e. if medication is to be administered via injection or eipen).
- The school will hold a "school" Inhaler and Epinephrine injector for use in an emergency.
- Everyone on the premises has a responsibility for their own safety and the safety of others. They should take reasonable care of their own safety, and ensure they do not leave anything where it may be a hazard to anyone else.

CONCLUSION

The welfare and safety of staff, children and guests to the school is of paramount importance, but if first aid is required it will be available at all times with appropriate equipment.

This policy should be read in conjunction with the Health & Safety Policy, Equal Opportunities and Administration of Medicines Policy.

March 2026

Appendix – Accident reporting

Good First aid documentation is essential, not only to record what injuries may have been sustained or what treatment has been carried out, but also to help inform accident investigation and subsequent learning.

A record of first aid must:

- Include date, time and location of incident
- Over view of injury sustained (a description of what the injury looks like, not a supposition of what it might be)
- A record of what first aid treatment has been carried out (this may also include what HASN'T been done, and why – e.g. attempted to place arm in sling but unable to due to increased pain)
- Person undertaking treatment

All injuries will be recorded on a standard WTL treatment record. Where the injury requires further medical attention a more detailed report must be completed and sent to independent H&S advisors for review. This also includes any injury likely to incur an absence of more than three days. These forms will also be reviewed by the Headteacher or member of senior leadership team

When pupils are treated by first aiders they will receive a sticker.

First aid slips are reviewed by a first aider at the end of the day and parents of children with bumped heads or injury's that the first aider assesses need additional commination will be contacted by email

Where the injury is due to infrastructure, failure of equipment or lack of supervision a further investigation will be carried out in conjunction with our external health and safety adviser.

Some specified injuries and accidents are reportable under RIDDOR. In these cases, we will use our independent advisors to assist.

Changes from Previous Version

The school now holds a spare inhaler and Epipen, Clarification on when emails are sent to parents