



First Aid Policy

Last updated: September 2026

Next Review : September 2028

VI.2

Prepared by D. Crook

GREEN – To be implemented annually

Contents:

Statement of intent

1. Legal framework
2. Aims
3. First aiders
4. Automated external defibrillators (AEDs)
5. Emergency procedures
6. Reporting to parents
7. Offsite visits and events
8. Storage of medication
9. Illnesses
10. Allergens
11. Consent
12. Monitoring and review

○ **Statement of intent**

Whitworth Community High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils 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 regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behaviour for Learning**
- **Safeguarding and Child Protection Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Allergen and Anaphylaxis Policy**
- **Educational Visits and School Trips Policy**

The school's senior leadership have 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.

Signed by:



Headteacher

Date:

September 2026



Chair of
governors

Date:

September 2026

1. Legal framework

1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - The Health and Safety (First Aid) Regulations 1981
 - The Management of Health and Safety at Work Regulations 1999
 - DfE (2015) 'Supporting pupils at school with medical conditions'
 - DfE (2000) 'Guidance on First Aid for Schools'
 - DfE (2018) 'Automated external defibrillators (AEDs)'

1. Aims

- 1.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.
- 1.2. Staff will always use their best endeavours to secure the welfare of pupils.
- 1.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 1.4. The aims of this policy are to:
 - Ensure that the school has adequate, safe and effective first aid provision 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 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.
- 1.5. Nothing in this policy will 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 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.

1.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- Assorted Plasters
- Eye Dressings
- Triangular Bandages
- Safety Pins
- Dressings (assorted sizes)
- Moist Wipes
- Disposable Gloves
- Yellow Waste Bag
- Eye Wash
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

1.7. The site team is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

1.8. Incident Recording and RIDDOR Reporting

All first aiders and attending staff must log any significant accident, illness, or injury on Medical Tracker as soon as they can after dealing with the incident. Routine, minor interventions - such as handing out a standard plaster for a minor paper cut, applying a cold compress for a superficial bump with no visible swelling, or short rests without treatment do not require a Medical Tracker entry unless staff have reason to believe the issue may escalate. Logging is strictly mandatory for:

- Any injury to the head, neck, or back (regardless of perceived severity).
- Suspected fractures, sprains, or dislocations.
- Eye injuries, burns, or deep lacerations.
- Administration of prescribed or emergency medication (e.g., inhalers, AAls).
- Any incident resulting in the pupil being sent home or requiring offsite medical care.
- Any incident where staff have reason to believe the condition or injury may escalate.

- Any incident involving a vulnerable pupil or a known frequent attendee, to ensure patterns and pastoral or medical needs can be tracked effectively.

Entries must detail the date, time, location, injury, treatment administered, and parental contact. The School Business Manager (SBM) monitors these records regularly to evaluate safety trends and determine if an event triggers statutory reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Where an incident involves specified major injuries, worker incapacitation over seven days, or a pupil/visitor being taken directly from the site to hospital for treatment of the injury, the SBM will submit the formal RIDDOR report to the HSE within the required statutory timeframe

1.9 First aid kits are in the following areas:

Room #	Room Name
0.51	Kitchen Changing Area
0.1	IT Technicians
0.18	Pastoral
0.32	Food
0.34	RM Store
0.35	Resistant Materials
0.38	Graphics
0.29	Staff Work Room
1.01	Reflect
1.03	Humanities Workroom
1.09	Humanities Workroom
1.15	Staffroom
1.22	English and Maths Workroom
2.22	2G (Science Lab)
2.21	2F (Science Lab)
2.07	Science Prep
2.2	2E (Science Lab)
2.09	Science Studio 2A
2.18	Science Workroom
2.1	2B (Science Lab)
2.14	Art 2D
2.11	2C (Science Lab)
2.12	Site Office
PE Office	PE

WA19 BJV	New Minibus

DEFIBRILATOR Locations	
Admin kitchen	Ground floor – near Main Entrance
PE Office	PE

2. First aiders

- 2.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 2.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the **SBM (DC) or the Office Manager (LR).**
- 2.3. Anyone who uses first aid kits will let the **Site Team** know so they can replace supplies as soon as possible.
- 2.4. The current first aid appointed person(s) staff have completed necessary training and are:

Staff	Course	Date Qualified	Date of Expiry	Notes
Ashworth Jane	1 day Emergency First Aid at Work	13/2/2025	13/2/2028	In date
Lyndsey Belham	1 day Emergency First Aid at Work	19.01.2026	19.01.2029	In date
Shepherd Bryony	Level 3 qualification in Outdoor First Aid + Emergency First Aid at work	8/5/2024	8/5/2027	In date
Cawley William	1 day Emergency First Aid at Work	10/6/2025	10/6/2028	In date
Craven Lisa	1 day Emergency First Aid at Work	23/11/2023	23/11/2026	In date
Crook Dan	3 Day First Aid at Work	20/10/2025	20/10/2028	In date

Crook Dan	Level 3 qualification in Outdoor First Aid + Emergency First Aid at work	8/5/2024	8/5/2027	In date
Duxbury David	Level 3 qualification in Outdoor First Aid + Emergency First Aid at work	8/5/2024	8/5/2027	In date
Gilbert Victoria	1 day Emergency First Aid at Work	19/01/24	19/1/2027	In date
Greenwood Rachael	Level 3 qualification in Outdoor First Aid + Emergency First Aid at work	6/6/2024	6/6/2027	In date
Jones Clare	Paediatric First Aid Level 3	8/5/2024	8/5/2027	In date
Lawrence Chris	1 day Emergency First Aid at Work	30/4/2025	30/4/2028	In date
Patterson Rachel	1 day Emergency First Aid at Work	19/01/24	19/1/2027	In date
Uddin Nadia	1 day Emergency First Aid	13/2/2025	13/2/2028	In date
Jade Robinson	2 day Emergency First Aid	03/11/2025	3/11/2028	In date
Sam Sheldon	1 day Emergency First Aid	09/09/2025	09/9/2028	In date

3. Automated external defibrillators (AEDs)

- 3.1. The school has procured two AEDs, which are located in the Admin Kitchen and the PE Office.
- 3.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 3.3. An update on operation and locations of AEDs, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.
- 3.4. Use of the AED will be promoted to pupils during PSHE lessons.

4. Emergency procedures

- 4.1. 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.
- 4.2. If called, a first aider will assess the situation and take charge of first aider administration.

- 4.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 4.4. 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – if required/ appropriate, take the 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 move the victim(s) without making the injury worse.
 - Ensure 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.
 - See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- 4.5. Once the above action has been taken, the incident will be reported promptly to:
- The **headteacher** and **SBM**.
 - The victim(s)'s parents.

5. Reporting to parents

- 5.1. In the event of serious incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.
- 5.2. Parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 5.3. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's parents will be informed and asked to accompany the pupil as soon as possible.
- 5.4. A list of emergency contacts will be kept in the **SBM (DC) office**.

6. Offsite visits and events

- 6.1. Before undertaking any offsite visits or 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 visit or event and the persons involved which will be uploaded to the Evolve system.
- 6.2. For more information about the school's educational visits requirements, please see the **LCC Educational Visits and School Trips Policy**.

7. Storage of medication

- 7.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 7.2. All medicines will be stored in the original contained 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.
- 7.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 7.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. a **School Inhalers and Adrenaline auto-injectors (AAls)**. These will be in the hygiene room.

- 7.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHCP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

8. Illnesses

- 8.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible if necessary.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

9. Allergens

- 9.1. Where a pupil has an allergy, this will be addressed via the school's **Allergen and Anaphylaxis Policy**.

10. Consent

- 10.1. Parents 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 – these forms will be updated periodically.
- 10.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

11. Monitoring and review

- 11.1. This policy is reviewed every **two years** by the governing body, and any changes communicated to all members of staff.
- 11.2. **Staff will be required to familiarise themselves with this policy as part of their induction programme.** Staff will be informed of the arrangements that have

been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.