



**Wycliffe Church of England Primary School**

# First Aid Policy



Oct 2025

To be reviewed Oct 2026

## Vision Statement

We nurture an aspirational family of hard-working, respectful individuals who work collaboratively to have a lifelong love of learning.

“Life in all its fullness” (John 10:10)

*Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This is flexible and caters to individual needs while developing a life-long love for learning through which all members can flourish. We nurture an aspirational family of hard-working, respectful individuals who work collaboratively.*

## First Aid Policy

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).4dx

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

### Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To work with other schools in order to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school personnel in first aid arrangements;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

## **Role of the Health and Safety Coordinator (FC)**

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake, review and monitor risk assessments when required;
- annually report to the Governing Body on the success and development of this policy
- conduct annual risk assessments;
- ensure that all accidents and injuries are recorded and reported;
- ensure school personnel are aware of the specific health needs and disabilities
- ensure first aid notices are displayed in the appropriate places;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- determine the level of provision:
- ensure first aid kits are taken on educational visits or off-site sporting activities;
  - at breaktimes and lunch times
  - when school personnel are absent
  - for all educational visits and sporting activities
  - for curriculum activities
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**In addition to this, the Deputy Headteacher/SENDSCO will:**

- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times, and that staff are aware where they are;
- ensure that IHCP's are developed with parents and implemented for pupils with specific medical needs;
- ensure school staff are aware of the medical needs in their class and can respond appropriately;

This role is completed in collaboration with the Headteacher, site manager, SENDSCO and other.

## **Role of Nominated Person in the Administration Team:**

The nominated person (EBM) will:

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all school personnel receive refresher training every three years;

- inform parents of any accident especially head injuries and of any first aid administered. If accident slips have been left behind then teachers to contact parents/carers on the same day;
- keep up to date with new developments and resources;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;

### **Role of the Nominated Person in school:**

The nominated person (TF) will:

- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- ensure that the medical cupboard (located in the main hall) is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- organise and maintain the medical stock cupboard
- A registered defibrillator is on site (located in the school foyer) - make sure it is in working order by following this link: <https://defibworld.org/defibrillator-maintenance>

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel**

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- Named person or trained first aiders must undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;

- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- be asked to take part periodic surveys conducted by the school;
- support the school behaviour policy and other guidance necessary to ensure smooth running of the school.

### **Role of Pupils**

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school behaviour policy and other guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Recording Accidents and Injuries**

All accidents and injuries will be:

- recorded on medical tracker with all details given;
- reported to parents in person, by letter, phone and/or medical tracker.

All bumped heads will be recorded and parents contacted by phone. Parents will be given the opportunity to come to school and check on their own child's well-being.

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook
- the school website and newsletters
- the Staff Handbook/Code of Conduct
- induction for new members of staff
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- Headteacher reports to the Governing Body
- Contact with the office staff

### **Training**

We ensure all school personnel have equal chances of relevant training, related to medical needs.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

Our school currently has 16 members of staff who are first-aid trained.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.