



First Aid in Schools Policy

Policy Number:	
Approval date:	
Review date:	

Adopted by the Board of Trustees/Governing Body

Signed Chair of Governors	
Signed Chair of Trustees	
Signed CEO	

The review of this policy will be as and when required in response to national requirements and in light of continuous school based monitoring and evaluation data.

Watling Meadows Primary School

First Aid at Work Policy

1. Introduction

Watling Meadows Primary School is committed to ensuring the health, safety, and welfare of all pupils, staff, and visitors. We recognise the importance of providing effective first aid provision to preserve life, minimise the consequences of injury or illness, and promote recovery. This policy is informed by Warwickshire County Council's First Aid at Work Standards, Department for Education (DfE) guidance 'First Aid in Schools, Early Years and Further Education', and the Health and Safety (First Aid) Regulations 1981.

2. Aims of the Policy

- To ensure adequate first aid equipment, facilities and trained personnel.
- To ensure immediate and appropriate attention for anyone injured or taken ill.
- To provide clear procedures for dealing with accidents and emergencies.
- To include pupils, staff, and visitors as part of the needs assessment.

3. Legislation and Guidance

This policy is based on: Health and Safety (First Aid) Regulations 1981; DfE First Aid in Schools guidance; Warwickshire County Council First Aid at Work Policy; School Premises Regulations 2012; Education (Independent School Standards) Regulations 2014.

4. Roles and Responsibilities

Governing Body: Ensures compliance and annual review.

Headteacher: Ensures first aiders, training, equipment, and needs assessment.

Appointed Person: Oversees equipment, facilities, emergency calls.

First Aiders: Hold valid qualifications and provide first aid.

All Staff: Follow procedures and report incidents.

5. First Aid Needs Assessment

A full assessment of risks, environment, staffing, equipment, and activities is carried out annually or after significant changes.

6. First Aid Procedures

6.1 Responding to an Incident

- First aiders respond immediately and administer appropriate treatment.
- Emergency services are called when necessary, in line with WCC expectations to summon additional help when required. [\[api.warwickshire.gov.uk\]](https://api.warwickshire.gov.uk)

6.2 Pupil Illness or Injury

- Pupils showing signs of serious illness or injury must be accompanied to the first aid room.

- Parents are notified when their child has received treatment or must be collected.

6.3 Off-Site Activities

DfE guidance requires first aid arrangements on all trips, including ensuring a trained first aider accompanies the group. [\[gov.uk\]](https://www.gov.uk)

7. First Aid Equipment and Facilities

In line with WCC and DfE expectations:

- Adequately stocked first aid kits are located in key areas throughout the school.
- Kits include items recommended in national first aid guidance. (DfE/WCC do not prescribe exact contents but require adequacy based on assessment.) [\[hse.gov.uk\]](https://www.hse.gov.uk)
- A designated first aid room is maintained where possible.
- Additional kits are taken on school trips or outdoor activities.

8. Training

- All first aiders complete training approved under HSE guidelines, such as EFAW or FAW. [\[api.warwickshire.gov.uk\]](https://api.warwickshire.gov.uk)
- Training is renewed according to statutory timescales.
- Staff supporting Early Years are trained in **Paediatric First Aid**, in line with EYFS statutory requirements. [\[gov.uk\]](https://www.gov.uk)

9. Record Keeping and Reporting

9.1 Accident Records

- All first aid treatment is recorded and kept centrally in line with WCC procedures.
- Records include date, time, injury, treatment, and the name of the first aider.
- Records are monitored to identify patterns or hazards.

9.2 RIDDOR

Accidents that meet the threshold must be reported to the HSE under RIDDOR. DfE guidance and WCC standards emphasise compliance with statutory reporting. [\[warwickshire.gov.uk\]](https://www.warwickshire.gov.uk), [\[hse.gov.uk\]](https://www.hse.gov.uk)

9.3 Notifying Parents

- Parents are informed of all significant injuries.
- For head injuries, parents are contacted directly and given written information.

10. Infection Control and Hygiene

- Staff follow hygiene procedures including use of gloves, handwashing, and appropriate disposal of waste.
- Procedures follow best practice described in DfE and national first aid guidance. [\[gov.uk\]](https://www.gov.uk)

11. Supporting Pupils with Medical Needs

First aid interacts with, but is distinct from, care plans for medical needs. The school ensures:

- Individual Health Care Plans are shared with relevant staff.
- First aiders understand conditions requiring emergency response (e.g., epilepsy, asthma, anaphylaxis).
- Emergency medication is accessible and staff are familiar with its use.

12. Monitoring and Review

- This policy is reviewed **annually** or following changes in WCC or DfE guidance.
- First aid procedures, equipment and records are monitored regularly by the First Aid Lead.
- Findings from accident trends inform health and safety improvements.

13. Linked Policies

- Health & Safety Policy
- Supporting Pupils with Medical Needs Policy
- Educational Visits Policy
- Risk Assessment Policy