Wimbledon Chase Primary School

Empowering individuals to thrive and contribute positively in a diverse and ever-changing world

First Aid Policy and Procedures
May 2026

At Wimbledon Chase Primary School, policies are designed to ensure that the child is at the centre of all our decision making. All staff are aware that whole school and class systems are established to ensure that every child is able to share and express their concerns in a safe and confidential manner. We constantly strive to ensure that all children know their worries and views will be taken seriously by all staff and that every child will be treated with respect.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all, pupils, staff and visitors
- Ensure that staff and governors are aware of their responsibilities with regard to health and safety
- Provide a framework to deal with reporting, recording and monitoring outcomes

Legislation and Guidance

This policy is based on the statutory framework for the Early Years Foundation Stage, advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

1. Roles and Responsibilities

1.1 Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

1.2 Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in school at all times

- Ensuring risk assessments are completed and appropriate measures are put in place where necessary
- Ensuring adequate space is available for catering to the medical needs of pupils
- Ensuring all staff are made aware of first aid procedures
- Reporting incidents to the Health and Safety Executive (HSE) when necessary

1.3 The School's Appointed Person

The school's appointed person is Mrs Siân Dotchin. The appointed person is responsible for:

- Taking charge when someone becomes injured or ill
- Ensuring that an ambulance or other professional medical help is summoned where appropriate
- Ensuring there is an adequate supply of medical materials and first aid kits

1.4 First Aiders

The school's trained first aiders are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an ill or injured person and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Following protocols when dealing with blood or other body fluids and when disposing of dressings or equipment
- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wearing appropriate PPE (Personal Protective Equipment) suitable for the task
- Ensuring the first aid treatment is logged on the school system

1.5 All staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Taking precautions to avoid infection and follow basic hygiene procedures
- Ensuring they know who the first aiders in school are
- Informing the site manager of all incidents they attend to where a first aider is not called
- Informing the Headteacher or the appointed person of any specific health conditions or first aid needs

2 First Aid Procedures

A list of current first will be displayed prominently around the school site.
All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

2.2 Accident resulting in an injury

In the event of an accident resulting in an injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a relevant member of staff will contact parents immediately

The relevant member(s) of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

2.3 Illness

In the event of a child or member of staff becoming unwell:

- The closest member of staff will seek the assistance of a qualified first aider, by either calling for help or accompanying the person down to the medical care area by the School Office
- The first aider, if called, will assess and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- **Parents should be advised that if their child has had any bout of sickness and/or diarrhoea that they must not return to school for 48 hours. This is in line with advice from Public Health England and the NHS.**

4. Off-site arrangements

A paediatric qualified first aider must accompany all trips that involve children from Early Years.

When participating in off-site activities, staff must ensure they always have the following:

- Risk assessments
- A portable first aid kit
- Specific information about the medical needs of pupils including any Individual Healthcare Plans, medication and risk assessments
- A member of staff trained to administer any medication needed

5. First Aid Equipment

The medical care area opposite the main School Office on the lower corridor.

Anyone dealing with a first aid incident should always wear disposable gloves and other PPE (such as aprons) as necessary.

- First aid kits are stored in, the medical care area, the School Office, the Nursery and Reception classrooms and the Cookery Room
- A burns kit is stored in the Cookery Room
- Portable first aid kits are stored in the main School Office
- Large portable first aid kits are stored in the stockroom for residential trips
- Midday supervisors have a first aid kit which is in the playground at lunchtimes

6. Recording and Reporting

In the event of an injury or illness at school:

- Staff should advise the School Office to record any treatment on the first aid information file
- If necessary, parents are contacted by telephone or a note sent home to inform them of the event

7. Head Injuries

Any bump to the head should be treated seriously. All bumped heads should be treated with an ice pack. Children will be given an '**I BUMPED MY HEAD'** wristband and a head injury letter to take home or a phone call to parents will be made. The adults in the classroom should monitor the child closely. The incident should be recorded in the medical records.

8. Allergic Reactions

All first aiders have been trained in recognising the signs of a serious allergic reaction. In the case of a serious allergic reaction a first aider should be called. If the child has an Individual Healthcare Plan this must be adhered to. (See Allergy Policy)

9. Sickness and/or Diarrhoea

In the event of any bout of sickness and/or diarrhoea the school will require parents to collect their child, as soon as possible. **In line with guidance from Public Health England and the NHS children are required to be absent from school for 48 hours after their last episode of sickness and/or diarrhoea.**

10. Short Term Medications

Prescribed or non-prescribed medications such as antibiotics or analgesics can only be administered at school if parents have completed a 'Permission to Administer Medication' form. This form is available at the School Office or on the school website.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container and include instructions for administration, dosage and storage

Automatic External Defibrillator

The school has two Automatic External Defibrillators, one that is located outside the main School Office by the front entrance and the second is on the wall by the exit door from Reception classes to the back field. They have been purchased in line with the DfE publication Automatic External Defibrillators, a guide for schools (Feb 2018) which shows that the use of an AED can significantly increase the chances of resuscitation if a person is having a cardiac arrest. Before an AED is used, the emergency services should be alerted by dialling 999. The AED will analyse the individual's heart rhythm and apply a shock to restart it, or advise that CPR should be continued. Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on or opened. These prompts have been designed and developed to ensure that they are quick and easy to understand even by uninformed or minimally trained users.

This policy should be used in conjunction with the school's Supporting Pupils with Medical Conditions Policy, the Health and Safety Policy and the Allergy Safety Policy

School Development Area Leader: Mrs S Dotchin – Medical Lead/Appointed Person

Linked Governor: Chair of Governors

Date agreed: May 2026

Review date: May 2027