St. Wilfrid's R.C. College

First Aid Policy

2026 - 2027

Approval	Acting Headteacher: Mr G Sanderson	02.09.26
	Chair of Governors: Mrs G Kilgour	02.09.26
Next Review Date		02.09.27

Policy Statement

The Headteacher and Governing Board of St Wilfrid's R.C. College accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing effective First Aid arrangements for employees, pupils, contractors, visitors and all other persons using the College premises.

The College recognises its statutory responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and will ensure that accidents, injuries and dangerous occurrences are appropriately reported, recorded and investigated.

The College is committed to providing a safe environment and ensuring the health, safety and wellbeing of all members of the school community through effective First Aid provision.

Introduction

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Staff administering First Aid should seek to:

- Assess the situation.
- Protect themselves and the casualty from further danger.
- Deal with any life-threatening condition.
- Obtain medical assistance where necessary.
- Promote recovery and minimise further harm.

This policy sets out the arrangements for ensuring appropriate First Aid provision at St Wilfrid's R.C. College.

Aims of the Policy

The College arrangements for providing First Aid will:

- Place responsibility on the Headteacher and Governing Board to approve, implement and review this policy.
- Place responsibilities upon all employees.
- Report and record accidents in accordance with school procedures and statutory requirements.
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide suitable equipment and materials for First Aid treatment.
- Provide and maintain appropriate First Aid training.
- Ensure training records are maintained and reviewed annually.
- Establish procedures for managing accidents and medical emergencies.
- Provide information to employees regarding First Aid arrangements.
- Undertake regular assessments of First Aid requirements.
- Determine the number and level of trained staff required through risk assessment.
- Notify parents/carers whenever First Aid treatment is administered to a pupil.
- Promote a culture of prevention and continuous improvement in health and safety.

Roles and Responsibilities

The Governing Board Will:

- Ensure adequate First Aid arrangements are in place.
- Review this policy annually.
- Monitor accident and incident trends.
- Ensure sufficient resources are available to support effective First Aid provision.

The Headteacher Will:

- Implement this policy.
- Ensure sufficient numbers of appropriately trained staff are available.
- Undertake and review First Aid needs assessments.
- Maintain appropriate records.
- Ensure staff training is monitored and renewed as required.
- Ensure appropriate First Aid facilities and equipment are available.

First Aiders Will:

- Provide First Aid within the limits of their training.
- Record all treatment administered.
- Maintain confidentiality.
- Report concerns relating to equipment, training or procedures.
- Assist in the review of accidents and incidents.
- Maintain current certification and attend refresher training.

All Staff Will:

- Take reasonable care of themselves and others.
- Follow the procedures outlined in this policy.
- Report accidents, hazards and near misses promptly.
- Seek First Aid assistance when required.
- Cooperate with First Aid arrangements.

Review of First Aid Needs

The College will undertake regular assessments of First Aid needs taking account of:

- The size, nature and layout of the premises.
- The number of employees and pupils.
- Educational visits and off-site activities.
- Sporting fixtures and extracurricular activities.

- Curriculum-related risks.
- Previous accident trends.
- Pupils with identified medical needs.
- Specific hazards such as Science, Design Technology and Physical Education activities.

The findings of these assessments will determine:

- The number of First Aiders required.
- The level of training required.
- Equipment and facility requirements.
- Emergency response arrangements.
- Resource allocation.

Provision of First Aiders

Staff who administer First Aid according to their training and in the course of their employment are covered by the College's employer liability arrangements.

In determining the level of First Aid provision, consideration will be given to:

- Staff absence and leave.
- Off-site visits.
- Previous injuries and illnesses.
- Site layout.
- Distance from emergency services.
- Specific hazards.
- Numbers of pupils on site.
- Extended school and extracurricular activities.

In higher-risk areas such as Science, Design Technology and Physical Education, staff must understand immediate remedial measures and be able to provide relevant information to First Aiders and emergency services.

Unless First Aid duties form part of an employee's contract, those undertaking First Aid duties do so voluntarily.

First Aid Support Assistant

The College has a designated First Aid Support Assistant, who acts as the principal point of contact for First Aid matters during the school day.

The First Aid Support Assistant will:

- Act as the main point of contact for pupils and staff requiring First Aid assistance.
- Assess pupils who become unwell or sustain injuries during the school day.
- Maintain appropriate First Aid and treatment records.
- Liaise with parents/carers where required.
- Coordinate the College's First Aid provision on a day-to-day basis.
- Support the maintenance and monitoring of First Aid equipment and supplies.
- Liaise with healthcare professionals and emergency services where appropriate.
- Ensure pupils receive appropriate care, supervision and follow-up support following accidents, injuries or illness.

The First Aid Support Assistant is based within the Head of House Office, which acts as the primary point of contact for pupils requiring First Aid support during the school day.

Pupils who feel unwell or who sustain an injury will normally be assessed initially by the First Aid Support Assistant in the Head of House Office. Where further assessment, treatment, monitoring or privacy is required, pupils may be escorted to the Medical Room.

Other trained First Aiders across the College act as first responders and will provide immediate assistance where required until responsibility is transferred to the First Aid Support Assistant or emergency services, as appropriate.

The College will maintain an up-to-date register of qualified First Aiders to ensure adequate First Aid cover is available throughout the school day, during educational visits, sporting fixtures and extracurricular activities.

First Aid Room

The College maintains a designated Medical Room for the assessment, treatment and monitoring of pupils who become ill or injured during the school day.

The First Aid Support Assistant is based within the Head of House Office, which acts as the initial point of contact for pupils requiring First Aid support.

Pupils who feel unwell or who sustain an injury will normally be assessed initially by the First Aid Support Assistant in the Head of House Office. Where further assessment, treatment, monitoring or privacy is required, pupils may be escorted to the Medical Room.

The Medical Room will:

- Be appropriately equipped.
- Provide privacy where required.
- Be maintained in a clean and hygienic condition.
- Be accessible to pupils requiring medical attention.
- Support the care of pupils awaiting collection by emergency services.

First Aid Equipment and Facilities

The College will provide suitable First Aid materials, equipment and facilities.

First Aid kits are located in:

- Medical Room
- Reception
- Design Technology
- Science
- Physical Education Department

A standard First Aid kit will contain suitable items in accordance with HSE guidance and risk assessment findings, including:

- First Aid guidance leaflet.
- Sterile adhesive dressings.
- Triangular bandages.
- Sterile eye pads.
- Safety pins.
- Sterile wound dressings.
- Disposable gloves.

Disposable gloves shall be vinyl, nitrile or other suitable low-allergy alternatives.

The contents of First Aid kits will be checked regularly by the designated member of staff.

In the event of requiring First Aid assistance, Reception should be contacted immediately.

First Aid boxes must not contain medicines, including paracetamol, antiseptic creams or other non-approved substances.

Inspection of Equipment

First Aid equipment, kits, emergency medication storage facilities and emergency medical devices will be inspected regularly and replenished as required.

Records of inspections may be maintained to support monitoring and compliance arrangements.

Automated External Defibrillator (AED)

The College maintains an Automated External Defibrillator (AED).

- The location of the AED will be clearly signed.
- Staff will be informed of the location of the AED.
- Emergency Services can provide guidance regarding its use.

- Staff will receive familiarisation training regarding the location and operation of the device.
- The AED will be checked regularly and maintained in accordance with manufacturer requirements.
- The location of the AED will form part of staff induction and emergency response procedures.

First Aiders

The College maintains an up-to-date register of qualified First Aiders.

A current list of qualified First Aiders is:

- Displayed in staff work areas.
- Available from Reception.
- Included within staff induction materials.
- Reviewed regularly to ensure adequate coverage across the school site.

Emergency Medication

The College may hold emergency medication in accordance with statutory guidance and identified pupil needs.

This may include:

- Emergency salbutamol inhalers.
- Spare adrenaline auto-injectors.
- Emergency medication identified within individual healthcare arrangements.

Emergency medication will:

- Be stored securely.
- Be readily accessible in emergencies.
- Be regularly checked.
- Be administered only by authorised and appropriately trained staff.

Children with Medical Needs

The College recognises its duty to support pupils with medical conditions and will work in accordance with the school's Children with Medical Needs Policy.

Where a pupil has an Individual Healthcare Plan, staff will follow the procedures and emergency arrangements detailed within that plan alongside this policy.

The College will work in partnership with parents/carers, healthcare professionals and other agencies where appropriate.

Self-Administration of Medication

Arrangements for pupils carrying or administering their own medication are detailed within the Children with Medical Needs Policy.

Where emergency medication is prescribed to a pupil, authorised staff will be informed of the arrangements outlined within the pupil's Individual Healthcare Plan.

Allergy Management

Arrangements relating to pupils with allergies are detailed within the school's Allergy Safety Policy.

First Aiders and relevant staff will be informed of pupils whose allergies may require emergency intervention.

Allergy-related incidents and near misses will be recorded and reviewed in accordance with school procedures.

First Aid Arrangements

The Headteacher or designated member of staff will ensure employees are informed of:

- Accident reporting procedures.
- First Aid arrangements.
- The names of qualified First Aiders.
- Locations of First Aid kits.
- AED location.
- Emergency response arrangements.

Appropriate signage will be displayed throughout the College showing:

- Names of First Aiders.
- Contact details.
- First Aid kit locations.
- AED location.

No member of staff should administer First Aid beyond the scope of their training.

Consent

The College does not require parental consent to administer First Aid in an emergency.

Parents/carers will be informed of significant injuries, medical emergencies or situations where ongoing monitoring or medical treatment may be required.

Emergency Response Procedures

In the event of a medical emergency, staff should:

1. Assess the situation.
2. Ensure the safety of all persons present.
3. Contact a qualified First Aider.
4. Call emergency services if required.
5. Follow any relevant Individual Healthcare Plan.
6. Administer emergency medication where authorised and appropriate.
7. Inform parents/carers as soon as practicable.
8. Complete accident and incident records.

Mental Health and Wellbeing

The College recognises that health and wellbeing support may include responding appropriately to mental health concerns, emotional distress or wellbeing needs.

Where concerns arise, staff will seek support from:

- Designated Safeguarding Leads.
- Pastoral Leaders.
- SEND staff.
- Senior Leaders.
- External services where appropriate.

Mental health concerns will be managed in accordance with safeguarding and wellbeing procedures.

SEND Considerations

The College will ensure reasonable adjustments are made for pupils with SEND and those who require additional medical support.

This may include:

- Adapted communication methods.
- Personalised emergency arrangements.
- Additional staff training.
- Reasonable adjustments identified through support plans.
- Enhanced supervision where required.

Near Miss Reporting

The College encourages the reporting of near misses.

A near miss is an event that had the potential to cause injury, illness or damage but did not do so.

All near misses will:

- Be recorded appropriately.
- Be reviewed.
- Inform future risk assessments.
- Identify lessons learned.
- Support preventative action.

Accident Recording and Reporting

All accidents requiring First Aid treatment will be recorded.

Accidents, injuries and dangerous occurrences will be reported in accordance with internal procedures and statutory reporting requirements where applicable.

Parents/carers will be informed when First Aid treatment has been administered to a pupil.

Visitors and Contractors

First Aid assistance will be provided to visitors and contractors who become ill or injured whilst on the school site.

Where appropriate:

- Emergency services will be contacted.
- Accident reporting procedures will be followed.
- Relevant employers will be informed of serious incidents.
- Records will be maintained in accordance with statutory requirements.

Monitoring and Analysis of Accidents

Accident records will be analysed termly to identify:

- Patterns.
- Repeat locations.
- Recurring hazards.
- Curriculum-related risks.
- Vulnerable groups requiring additional support.

Findings will be used to:

- Review risk assessments.
- Improve control measures.
- Identify training needs.
- Reduce future incidents.
- Strengthen preventative practices.

Head Injuries

The consequences of a head injury may not always appear immediately. Parents/carers will therefore be informed whenever a pupil sustains a head injury.

Immediate medical advice should be sought where symptoms include:

- Unconsciousness.
- Reduced consciousness.
- Confusion.
- Altered behaviour.
- Memory difficulties.
- Persistent headache.
- Blurred or double vision.
- Vomiting.
- Fluid from the ears or nose.
- Loss of balance.
- Weakness.
- Loss of sensation.
- Seizure or fit.

Parents/carers will be contacted immediately if any of the above symptoms occur.

Blood-Borne Viruses

Universal precautions will be followed at all times to reduce the risk of transmitting infection.

Staff must:

- Cover any cuts or wounds with waterproof dressings.
- Wear disposable gloves when dealing with blood or bodily fluids.
- Follow infection control procedures.
- Dispose of contaminated materials safely.

Contaminated waste will be sealed appropriately and disposed of safely.

Educational Visits and Off-Site Activities

Prior to educational visits and off-site activities:

- First Aid requirements will be risk assessed.
- Appropriate First Aid kits will be taken.
- Arrangements for pupils with medical needs will be reviewed.
- Emergency contacts will be available.
- Staffing and supervision arrangements will be confirmed.

Sporting Fixtures and Extra-Curricular Activities

Appropriate First Aid provision will be available during:

- Sporting fixtures.
- Enrichment activities.
- Educational events.
- Community activities hosted by the school.
- Activities taking place outside the normal school day.

Risk assessments will determine the level of First Aid cover required.

Transport to Hospital

The Headteacher or designated person will determine the most appropriate action following an accident or medical emergency.

Where urgent medical treatment is required:

- An ambulance will be called.
- Parents/carers will be informed immediately.
- Appropriate supervision will be maintained.

Any incident involving chemicals within Science should be treated as a serious incident. Relevant emergency procedures and chemical safety information must be followed and emergency medical assistance sought where appropriate.

Where transport is undertaken by school staff:

- The vehicle must be appropriately insured.
- A member of staff should not transport a pupil alone.
- A second adult should be present wherever possible.

Continuity of First Aid Provision

The College will ensure appropriate First Aid cover remains available during:

- Staff absence.
- Educational visits.
- School events.
- Emergency situations.
- Other operational disruptions.

Arrangements will be reviewed to ensure sufficient trained personnel remain available at all times.

Staff Training and Competence

The College will ensure:

- Sufficient staff hold valid First Aid qualifications.
- Training is renewed before expiry.
- Additional training is provided where specific medical needs have been identified.
- Training records are maintained and monitored.
- New staff receive First Aid information during induction.
- Staff receive familiarisation training regarding the AED and emergency procedures.
- Relevant staff receive allergy awareness and emergency medication training where required.

Dignity and Respect

First Aid treatment will be delivered in a manner that respects the dignity, faith, cultural background, privacy and individual needs of each pupil wherever practicable.

The College will seek to ensure that pupils feel safe, respected and supported whilst receiving First Aid assistance.

Records Management

The College will maintain records relating to:

- First Aid treatment.
- Accident reports.
- Near miss reports.
- RIDDOR reports.
- Staff training.
- Emergency incidents.
- Equipment inspections.

Records will be stored securely and managed in accordance with data protection legislation, Trust procedures and the school's Data Protection Policy.

Review and Monitoring

This policy will be reviewed annually by the Headteacher and Governing Board or sooner if:

- Legislation changes.
- Guidance changes.
- Significant incidents identify a need for review.
- Risk assessments indicate a change is necessary.

The effectiveness of this policy will be monitored through:

- Accident analysis.
- Near miss reporting.
- First Aid audits.
- Equipment checks.
- Training records.
- Risk assessments.
- Feedback from staff and pupils.

Linked Policies

This policy should be read alongside:

- Children with Medical Needs Policy
- Allergy Safety Policy
- Health and Safety Policy
- Safeguarding Policy
- SEND Policy
- Educational Visits Policy
- Data Protection Policy
- Risk Assessment Procedures

Further Guidance

- Health and Safety Executive (HSE) First Aid Guidance.
- Department for Education First Aid in Schools Guidance.
- Department for Education Supporting Pupils at School with Medical Conditions Guidance.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.