



# Wellington Community Primary School

## First Aid Policy

**Document Name:** First Aid Policy

**Current Version:** 2.5

**Latest Review:** May 2025

**Next Review Planned:** May 2026

**Signed:** \_\_\_\_\_ (Policy Owner)

**Print Name:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Governor Approval)

**Print Name:** \_\_\_\_\_

First Aid Policy

**POLICY CHANGE HISTORY**

Version	Date	Status	Policy Owner	Governor Approval	Comment
1	14.05.24	Approved	Victoria Hotham	MH	New policy inline with Hampshire
2	11.06.25	Approved	Victoria Hotham	LMQ	Amended procedure

**Introduction**

**Policy Statement**

Wellington Community Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid provision is held by the Headteacher who is the responsible manager. All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

**Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises

- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### **First Aid Training**

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

#### **Qualified First Aiders** *(Those completing the HSE approved 3-day first aid course)*

At Wellington Community Primary School there are 2 appointed persons who are as follows:

- Victoria Hotham
- Anne McGonagle

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

#### **Emergency First Aiders** *(Those completing the HSE approved 1-day emergency first aid course)*

At Wellington Community Primary, all teaching assistants and office staff are first aid trained during their first year in role. All lunch time staff are first aid trained during their first year in role.

### **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 6 first aid kits on the premises at Wellington:
  - One first aid kit is situated in the medical room, one in each of the shared areas, one in year, one in the KS1 building corridor and one in the dance studio.

There are also two kits to be taken on Education Visits which are stored in reception.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid Kit Checklist Folder at the School Office

There is a designated first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running water, first aid kit, telephone, chair

## **Asthma**

Asthma is the most common chronic condition for children, affecting 1.1 million children in the UK. Asthma is a long-term condition that affects the airways - the tubes that carry air in and out of the lungs. Asthma is an inflammatory disease of the lungs. It makes breathing difficult and brings on attacks of coughing, wheezing, tightness in the chest and shortness of breath.

### **Support for School Staff**

Staff who come into contact with pupils are briefed on any medical conditions and will receive training on the use of inhalers and dealing with emergencies. Training takes place during staff training days or as necessary due to updated medical conditions.

Staff who are responsible for pupils in school or during school excursions are required to review and familiarise themselves with the medical information found on the medical file which is regularly updated and available to staff.

### **School Asthma Card**

**Any updated information must be provided, either by email or in writing each academic year. Any changes in a pupil's medical condition during the year must be reported to the school.**

For pupils with asthma, the school requires parents / guardians to provide written advice which explains the signs of asthma attack, defines the triggers and any required medication. Parents are asked to give permission for the school to administer medication.

The School Office will ensure that a School Asthma Card is in place and updated for each pupil with asthma.

The School Asthma Card provides:

- Pupil's identity
- Key contacts
- The medication regime (where appropriate)
- Parental consent
- Expiry dates

- Signs of asthma attack
- Additional information
- Any other information essential to safeguard the welfare of the pupil
- Emergency procedure

### **Storage and Responsibilities**

All asthmatic pupils attending school should have near to hand, their own prescribed reliever inhaler (blue) at all times. These are held by the teacher in the classroom. All stored emergency medications will be freely accessible and never locked away - they will be clearly labelled with the pupil's name, and class / in a plastic container. Each container must have a copy of the current School Asthma Card.

Teachers or support staff should inform the School Office if a pupil has used their inhaler.

There are back up emergency inhalers in the medical room.

### **Responsibility**

Parent	<p>To supply their child with an in-date working inhaler and if required a spare inhaler to be stored as a back-up, classroom.</p> <p>At the start of the academic year to complete a School Asthma Card.</p> <p>To ensure their child has an in-date inhaler for any out-of-school activities.</p> <p>To inform the school of any changes in child's condition.</p>
Pupil	<p>To be aware where their inhaler is kept</p> <p>To know when they need to use it and how to access it</p>
Staff	<p>To be aware of where the back-up inhaler is kept</p> <p>To make sure the pupils' inhaler is taken on offsite visits.</p> <p>How to respond in an emergency.</p> <p>Be aware where the emergency inhalers are located</p>

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer

appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of a head injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents:

Our procedure for notifying parents will be to send them a email from the medical tracker system.

If the injury is deemed to be serious, we will contact the parents via telephone. In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents/ emergency contact. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

First aid incidents will be recorded using the medical tracker computer system.

## **Records**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

## **De-fibrillation**

There is a Lifepak defibrillator fitted in the Main reception area that is available for use. Training for the defibrillator has been undertaken by the qualified first aiders and an AED awareness course was provided to selected staff members during staff training.

Employee Name		First Aid Certificate Date				
Surname	Christian Name	Emergency 1st Aid	Pediatric First Aid	Emergency first aid at work	1st Aid at Work	MH 1st Aid
Balch	Lisa		06/01/2025			
Bostock	Joe		25/10/2023			
Costigan	Helen		25/10/2023			
Cox	Annalisa	20/05/2025				
Evans	Jenny	20/05/2025				
Fattore	Dawn			14/03/2025		
Fattore	Vince			14/03/2025		
Freeman	Catherine		25/10/2023			
Hashemi	Susan		25/10/2023			
Hotham	Victoria		28/06/2024		06/05/2025	
Kelland-Nel	Candi		25/10/2023			
Lawrence	Lisa					
McCabe	Tony		25/10/2023			
McGonagle	Ann		08/04/2025			16/04/2024
Moonan	Emma		25/10/2023			
Noor	Aqsa		06/01/2025			
Quelch	Sarah	20/05/2025				16/04/2024
Rakhra	Mandip	20/05/2025				
Saunders	Nicola		25/10/2023			
Soden	Melissa		25/03/2023			
Strachan	Jennifer	20/05/2025				
Singleton	Clare		06/01/2025			
Tokarz	Justyna		06/01/2025			
Whitehead	Christopher	20/05/2025				
Williams	Julie	20/05/2025				
Williams	Jade		06/01/2025			
Williams	Katie		25/10/2023			
Doughty	Sally		06/01/2025			

Policy date: May 2025

Review date: May 2026





## Appendix 4

### CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		

