



First Aid Policy

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

Policy Agreed	Reviewed by	Ratified on	Next Review
March 2026	C Ejiogu	12/03/26	March 2028

Welbourne Primary School

First Aid Policy

1. Purpose

This policy outlines the procedures for administering first aid at Welbourne Primary School to ensure the health, safety and wellbeing of all pupils, staff and visitors.

Our aim is to provide prompt, appropriate and effective first aid care delivered by suitably trained members of staff, in accordance with statutory guidance and best practice.

2. Legal Framework

Welbourne Primary School complies with all relevant legislation and statutory guidance, including:

- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014
- Equality Act 2010
- Supporting pupils at school with medical conditions

First aid provision is determined following a risk assessment of the school site, staffing levels, pupil needs, curriculum activities and educational visits. This risk assessment is reviewed regularly and following any significant change or incident.

3. Responsibilities

3.1 Headteacher

The Headteacher has overall responsibility for ensuring that appropriate first aid provision is in place.

3.2 First Aid Lead

The designated First Aid Lead is responsible for:

- Ensuring sufficient numbers of trained first aiders are available at all times
- Monitoring training expiry dates and arranging refresher training
- Ensuring first aid kits are stocked and checked regularly

- Monitoring accident reporting procedures
- Ensuring compliance with RIDDOR reporting requirements

4. First Aid Provision

A number of Teaching Assistants and SMSA hold current First Aid qualifications. In addition, some teachers and senior leaders are First Aid trained.

Provision applies to:

- Pupils
- Staff
- Volunteers
- Visitors

Staff receive regular training in:

- Asthma awareness and emergency procedures
- Allergy management and anaphylaxis
- Administration of Adrenaline Auto-Injectors (AAIs)
- Administration of inhalers

Training is refreshed in line with national certification requirements.

5. First Aid Equipment

First aid kits are:

- Clearly labelled
- Easily accessible
- Located in key areas of the school (including the Medical Room, Games Room, KS1, Nursery, ASC and Children's Centre)
- Taken on all educational visits

Kits are checked regularly to ensure contents meet statutory requirements.

Appropriate signage identifies the location of first aid equipment and trained personnel.

6. Accident and Injury Procedures

In the event of an accident or injury:

- The member of staff on duty will call for a qualified first aider or escort the pupil to a designated first aid point.

- Minor injuries (e.g. small cuts, grazes, minor bumps) may be treated in one of the designated areas - medical room, games club, KS1 playground, etc.
- The first aider will administer treatment and record the incident on Medical Tracker.

Parents will be informed of injuries where appropriate.

6.1 Head Injuries

Blows to the head will be monitored carefully. Where emergency treatment is not required, parents/carers will receive a head injury notification via Medical Tracker on the same day.

6.2 Illness During the School Day

If a pupil becomes unwell (e.g. vomiting or fever) and cannot remain in school, parents/carers will be contacted to arrange collection. Emergency contacts will be used if necessary.

Parents are responsible for ensuring contact details remain up to date.

6.3 Serious or Urgent Injuries

Where urgent medical attention is required:

- An ambulance will be called immediately.
- Parents/carers will be contacted without delay.

If contact cannot be made and an ambulance is not required or significantly delayed, a member of the Senior Leadership Team may decide to transport the pupil to hospital. In such circumstances:

- No staff member will transport a pupil alone.
- A second member of staff will accompany the pupil.

7. Reporting and Record Keeping

All accidents are recorded on Medical Tracker.

Serious injuries requiring additional medical attention will be documented on a Local Authority Incident/Accident Report Form and filed in the school office.

Administrative staff will:

- Print and file reports
- Send a copy to the Local Authority within three days
- Keep a record of submission

- Inform the Site Manager if the incident relates to a hazard or risk concern

7.1 RIDDOR

Where an incident meets the reporting threshold under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the designated responsible person will report it to the Health and Safety Executive (HSE) within the required timeframe.

Records of reportable incidents will be retained in accordance with statutory requirements.

8. Educational Visits

A qualified first aider will be present on all educational visits.

For residential visits, the designated residential first aider will follow the centre's reporting procedures.

In the event of a serious incident, the school's Emergency Plan will be followed.

9. Intimate Care

Where an injury involves an intimate area of the body, the first aider must be accompanied by another member of staff to ensure safeguarding and professional conduct.

10. Medical Conditions

This policy should be read alongside the Supporting Pupils with Medical Conditions Policy.

10.1 Asthma

- Emergency Salbutamol inhalers are available for pupils with prescribed medication in school.
- Health Care Plans are available on Medical Tracker.
- The asthma register is maintained via Medical Tracker.

10.2 Allergies and Anaphylaxis

- Emergency Adrenaline Auto-Injectors (AAIs) are stored in the First Aid Room.

- AAls are only administered to pupils with prescribed medication, unless directed by a medical professional.
- Individual Healthcare Plans are available on Medical Tracker.
- The allergy register is maintained via Medical Tracker.

11. Administration and Storage of Medication

Medication will only be administered:

- With written parental consent
- In accordance with a pupil's Individual Healthcare Plan (where applicable)

All medication:

- Is clearly labelled with the pupil's name and dosage instructions
- Is accessible in an emergency

9. Documents

Appendix A - Medical Flow Chart

Appendix B - Medication Form

Appendix C - Inhaler Form

Read alongside the Supporting Pupils with Medical Conditions Policy



Welbourne Primary School - Medical Flow Chart

A child has an injury, illness or medical condition.



Parent/carer directed to go to the office to complete a Health Care Plan.

Short term medical condition

If a child has a short-term medical need that requires specific measures to be undertaken (may or may not include administering medication), their parent/carer meet with office staff to complete a Temporary Health Care Plan.
Added to Medical tracker. PDF added to CPOMs and printed.
Risk assessment completed if required (e.g. broken bone).

Long term medical condition

Parent/carer meet with office staff to complete Individual Health Care Plan (may or may not include administering medication).
Added to Medical tracker. PDF added to CPOMs and printed.
Risk assessment completed if required (e.g. epilepsy).

Special medical needs

Where a child's needs are more complex, parent/carer meet with SENCo to complete Individual Health Care Plan (may or may not include administering medication).
Added to Medical tracker. PDF added to CPOMs and printed.
Risk assessment completed if required.

A child needs to take medication.

Any changes to the child's medication must be added to their Health Care Plan - please direct parents to the office.

	Medication For Their Long-Term Illness/Condition	Medication For Their Short-Term Illness/Condition	In An Emergency - related to known medical condition	In An Emergency
In the classroom <i>(during learning time)</i>	<ul style="list-style-type: none"> Medication must be kept in a safe, labelled place in the classroom when possible. Most children should self administer while being supervised. When medication needs to be refrigerated or support is needed to administer, class teachers must direct a first aider or send the child to the office. Dosage and administration instructions from prescribing healthcare professional must be followed. Always look out for adverse reactions - see emergency. 'Record of medication being administered' or 'Inhaler Record' Sheet must be completed. 		<ul style="list-style-type: none"> If serious, first call 999. 	<ul style="list-style-type: none"> If you are a first aider - follow (if appropriate): Step 1: Danger. Step 2: Response. Step 3: Send for help. Step 4: Airway. Step 5: Breathing. Step 6: CPR. Step 7: Defibrillator.
Playground / lunch hall	<ul style="list-style-type: none"> Medication must remain in classrooms or the office fridge (unless there are special circumstances). Medication should not be administered at playtime or lunchtime except in the case of an emergency. 		<ul style="list-style-type: none"> Send a child for help (first aider/health care plan/SLT). You remain with the ill child. Follow child's Health Care Plan (hard copies can be found in - class medical box, medical tracker, first aid room, ASC and Clare's office). 	<ul style="list-style-type: none"> Not a first aider: If serious, first call 999. Send for a first aider/SLT. Send someone to check child's Health Care Plan.
Trips	<ul style="list-style-type: none"> Medication and Health Care Plans must be taken on the trip. Most children should self administer while being supervised. If support is needed, a first aider (or the class teacher) must administer medication. <ul style="list-style-type: none"> Dosage and administration instructions from prescribing healthcare professional must be followed. Always look out for adverse reactions - see emergency. 'Record of medication being administered' or 'Inhaler Record' Sheet must be completed. 		<ul style="list-style-type: none"> Medication must be administered by a first aider, staff trained or class teacher. Complete appropriate paperwork. Never administer emergency medication to a child who does not have a prescription from a health care professional. 	<ul style="list-style-type: none"> Never administer emergency medication to a child who does not have a prescription from a health care professional.
ASC / Breakfast Club	<ul style="list-style-type: none"> Medication must remain in classrooms or the office fridge (unless there are special circumstances). Medication should not be administered except in the case of an emergency. 			
After school activities	<ul style="list-style-type: none"> All medication that needs to be administered before participating, must be given before the end of the day (directed by the class teacher), following the guidance above. Medication should not be administered except in the case of an emergency. 			



Pupil Record Sheet

Details of Medication Given to Pupils

Name of Pupil	Class

Follow instruction and guidance on Health Care Plan.

Date	Name of Medication	Dosage Prescribed (ml)	Dosage Administered (ml)	Signature of staff administering	Signature of staff witnessing administration of Medication (if applicable)

*Not having a witness must never delay administration of medication



Pupil Record Sheet
Record of Inhaler Use

Child's Name _____

Date	Time	Number of puffs	Comments	Used Spacer Y/N	Confirm Asthma Letter Sent Home	Name / Signature of staff administering