

Welburn Hall School



First Aid Policy

Policy Dated September 2025

Adopted By Governors:

Date: September 2022

Reviewed: September 2025
Next review September 2026

Rationale:

All children and young people have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

- To administer first aid to children and young people when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained as Designated First Aiders and to ensure that the majority of staff are all trained in basic first aid.

Implementation:

A sufficient number of staff from School to be trained as Designated First Aiders. The school will have a minimum of 5 designated first aid trained members of staff available at all times. The designated first aid trained staff are displayed on posters around school. All school staff received the 1 day first aid training. A list of all who attended the course is held in central records.

- A suitable room will be available for use at all times. A good supply of basic first aid materials will be stored here. (Surgery in School and in the house)
- First Aid boxes will be kept at known points in the school, and the house and staff are aware of these locations.
- A supply of proprietary medication is available in a locked medical cabinet in both the surgeries.
- For any medication administered the administration of medication policy must be followed and be recorded in the appropriate log.
- No medication, prescribed or otherwise, will be administered to children without the express written permission of parents or guardians.
- Daily treatment of minor injuries is undertaken by staff on duty who may call for a designated first aider if advice is needed.
- More serious injuries, including those that require parents to be notified, or it is suspected that they may need to be seen by a doctor, require a designated first aider to provide first aid.
- All illnesses or injuries that occur during break or lunchtime to be reported to class tutor.
- Class staff to be responsible for informing parents/carers either through the home/school diary or, if deemed necessary, via a telephone call home.
- Any injuries to a child's head, face, neck or back must be reported to the parents/carers.

- All injuries will be recorded on CPOMS and nursing notes in the individuals electronic file on TEAMS.
- The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The Headteacher will also notify North Yorkshire Children or Adult Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.
- All accidents and cases of work-related ill health are to be recorded on the relevant forms and given to Darren Kendell (site manager).
- All staff will be trained in the management of blood spills and protective disposable gloves will be available for staff use.
- For any child or young person who has to go to hospital or see a doctor as a result of an accident or injury considered to be more than 'minor' a report must be compiled.
- The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPs Health and Safety section is Darren Kendell (Site Manager).
- The school will follow the guidance outlined in the DfE publication HIV and AIDS: A guide for the education service. The practice guidance will be followed in the HIV in Schools document and guidance from public health England.
- Parents of children who are ill will be contacted to take them home.
- All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, staff may confer with others/SLT before deciding on a course of action.
- The Operations Manager, is responsible for the ordering of first aid supplies, first aid kits and ice packs etc.
- At the beginning of each academic year, a request for updated medical and first aid information is sent home including requests for any asthma or epilepsy management plans, any medical care plans, up dated medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year with a permission slip to sign.
- Off-site procedures, when taking pupils off the school premises, staff will ensure they always have the following:
 - A school mobile phone
 - A portable first aid kit
 - Information about the specific medical needs of pupils
 - Parents' contact details
- Risk assessments will be completed by the trip leader and signed off by the Jenna

Kendell (EVC) prior to any educational visit that necessitates taking pupils off school premises.

First Aid Boxes are kept:-

- Hall Entrance
- Surgery + 2 x Travel kits for use on trips
- Bungalow
- PE cupboard
- Kitchenette (house)
- Night station (house)
- School Office
- Food Technology
- Physiotherapy 3 x travel kits for use on trips, and one on each Minibus.
- There is an eye wash station within the pool plant

Responsibility for ensuring that First Aid boxes are fully stocked rests with all staff who use these. At school Marion Agar monitors the First Aid boxes.

There is a defibrillator located on the outside wall of the hall opposite the tennis court (assess code 1)

Designated First Aiders are:-

Jenna Kendell

Jane Rimmer-Boyes

Helen Ward-Jackson

Victoria Croall

Ellie Kendell

Jess Coulson

Martha Callaghan - School Nurse

Maxine Tate - School Nurse

Related policies:

Medical Policy

Health and Safety Policy

Child Protection Policy