

Date

First Aid Policy

Contents

Section 1 - Introduction	2
Section 2 - First Aid and Accident Reporting Policy Statement	4
Section 3 - First Aid Arrangements	6
EMPLOYEES	6
ASSESSMENT OF NEED	6
TRAINING	7
LIABILITY AND INDEMNITY	7
STAFF WITH SPECIAL HEALTH NEEDS	8
ADMINSTERING MEDICATIONS/INJECTIONS/OINTMENTS/CREAMS	8
FIRST AID KITS	8
FIRST AID ACCOMMODATION	8
HYGIENE/INFECTION CONTROL	8
REPORTING ACCIDENTS / RECORD KEEPING	8
STATUTORY REQUIREMENTS	8
.....	Error! Bookmark not defined.
MENTAL HEALTH FIRST AID (MHFA)	9
Section	Error! Bookmark not defined.
Section 5 - Guidance	9

Document History – Version Control

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Section 1 - Introduction

First aid has three aims:-

- to **preserve** life
- to **prevent** injuries worsening and
- to **promote** the individual's recovery

The Health and Safety (First-Aid) Regulations 1981 requires employers to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

<https://www.hse.gov.uk/firstaid/legislation.htm>

1.1 First Aid:

In accordance with regulations and guidance schools have a responsibility to ensure first aid provision for all employees appropriate to the needs of the staff. The Health and Safety at Work Act 1974 imposes duties to safeguard the health and safety of employees and others who may be affected by work activities, including pupils. This guidance summarises the Health and Safety (First Aid) Regulations 1981 which required all employees including schools to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are ill or become ill at work. The regulations do not oblige employers to provide first aid for anyone other than their own staff, however, employers do have health and safety responsibilities towards non-employees. Although there is no statutory requirement for schools to provide First Aid arrangements for pupils or other visitors to the school, common law provides a duty of care. Consequently, schools should make proper provision for non-employees including pupils, parents, governors, clients, contractors and other visitors. In the case of pupils, the requirement to act 'in loco parentis' does extend to providing First Aid arrangements. The school will regularly review its First Aid needs, particularly after changes, to ensure the provision continues to be adequate.

1.2 Definition of First Aid

The treatment of injury or illness suffered at work, whether or not caused by the work being undertaken, in order to save life and prevent conditions worsening plus the calling of the Ambulance Service when required. This definition does not include giving tablets or medicines.

1.3 First Aid Personnel On Site:

The management of Health and Safety at Work Regulations 1999 require employees to carry out suitable and sufficient risk assessments in order to identify and evaluate hazards, and devise and implement control measures. At Whipman Woods Flying High Academy all staff are qualified First Aiders, who are able to administer first aid, look after first aid equipment and call an ambulance if necessary. All teaching staff and support staff have attended a basic one day first aid course. Holly Lovett, Megan Edwards, Lesley Gray, Tanya Martin, Jennifer Gibb and Katrona Fletcher and Charlotte Rodgers are qualified paediatric first aiders.

1.4 First Aid Boxes and Kits:

Whipman Woods Flying High Academy has first aid boxes situated in the school kitchen, staffroom, all classes and the school office. All first aid boxes are marked with a white cross on a green background. The contents of the first aid boxes conform to Health and Safety Executive guidelines. Travelling first aid kits are also available in the staffroom for use on off site visits or in the school grounds. The designated

First Aiders are responsible for checking and replenishing first aid kits on a rota basis. Items of equipment must be disposed of if they are out of date or if the sterile wrapping is no longer intact.

1.5 Communication:

All staff shall be made aware of the school's First Aid arrangements. New members of staff and those working on a temporary basis shall be given details of the arrangements for First Aid at the earliest available opportunity during their induction.

1.6 Personal Safety

Protective gloves and aprons must be made available and used at all times.

1.7 Transport of the Injured Person

Where it is necessary to go to hospital, persons with the following injuries/conditions must be transported by ambulance.

- Head and neck injuries
- Drowning incidents
- Suspected fractures
- Chest pain
- Severe bleeding
- Asthmatics who do not respond to treatment
- Epileptic seizures which are prolonged, or the person has not been known to suffer from this condition in the past
- Electric shock
- Severe burns and scolds
- Chest and abdominal injuries

It may be more appropriate to transport pupils with other injuries in staff or school vehicles. This can only be decided at the time with due consideration of all factors (e.g.) the type of injury, age of pupil, etc. Where pupils are transported in this way the school must ensure that the vehicle/driver carries appropriate insurance, i.e. that they have checked with their insurers that they are insured to transport pupils. The driver must ensure that the vehicle is roadworthy. It is important to ensure that another adult as well as the driver accompanies the child on the journey. The pupils must sit in the back of the vehicle on a booster seat if appropriate and wear the seat belt provided. If the parent or guardian of the child cannot be contacted, a member of staff should accompany them into hospital because waiting for a parent to arrive could delay treatment. The member of staff should stay with the pupil at all times until relieved by the parent.

Section 2 - First Aid Arrangements and Accident Reporting (including Policy Statement)

Whipman Woods Flying High Academy will :-

- formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible and practical steps are taken to meet the needs of all site users.
- ensure that appropriate training is provided and that correct procedures are followed, so that staff have sufficient understanding, confidence and expertise.
- establish a procedure to ensure that all accident trends are monitored by the Board of Directors and actions taken where necessary.
- establish suitable investigation methods for significant accidents/incidents/near misses.
- ensure that appropriate authorities are notified of significant accidents/incidents.
- ensure that all reasonably practicable steps are taken to maintain the health and welfare of all persons using the premises.
- establish and maintain safe working procedures amongst employees.
- ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Signed: Nicola Green (Headteacher)

Date: November 2025

2.1 Record keeping

For legal reasons records of all medicines administered are kept at the school until the pupil leaves the school. This includes medicines administered by staff during all educational visits. All medicine that it administered in school is recorded on a whole school medicine tracker (appendix 5) each time it is given and it is signed off by the person giving it.

2.2 When a First Aider administers First Aid

They must make a note of the main details of the incidents in the first aid record book. In the event of an injury to the head, a bumped head letter is sent home with the child. The accident or incident will be recorded in the accident book. The member of staff dealing with the accident will inform the office and the child's parent will be contacted by telephone as soon as possible. If the child has an accident and there is a visible mark, an incident note will be sent home. Where appropriate the details of the incident/ill health must be recorded in the Nottinghamshire County Council's Wellworker/ORSHENS – RIDDOR 1995

2.3 Accident and Incident Reporting

In the event of an injury to the head, a bumped head letter is sent home with the child. The accident or incident will be recorded in the accident book. The member of staff dealing with the accident will inform the office and the child's parent will be contacted by telephone immediately. If the child has an accident and there is a visible mark, an incident note will be sent home. All injuries are audited each year, by the Health and Safety Leader

2.4 Emergency procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified immediately. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed and instructions for calling an ambulance are displayed prominently by the telephone in the school office.

2.5 Educational Visits and Extra-Curricular Activities

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (appendix 3) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration. Hayfever remedies etc. should therefore be provided, if necessary, on prescription. Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

2.6 Local Authority

The LA policy for Off Site Visits requires first aid provision for all off-site activities. At least one person, trained to an appropriate level based on risk assessment, should accompany each visit. Where the visit takes place in remote areas, as is often the case for Outdoor Education activities, a higher standard of training may be required. Details can be obtained from the Environmental Education Support Service on 0115 9535054. In remote off-site situations specialist evacuation arrangements may be necessary through emergency services.

2.7 Risk Assessments

For all off site visits a specific risk assessment is completed by the visit leader. The risk assessment includes risks to all pupils, as well as including specific risks to individual pupils. The assessment is shared with all staff attending the visit after it has been approved by the headteacher and registered on Evolve

Unacceptable Practice

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Section 3 - First Aid Arrangements

Whipman Woods Flying High Academy has accountability and responsibility for health and safety matters within the company. Responsibilities are delegated to the Senior Leadership Team and staff.

Nicola Green (Headteacher) is responsible for putting the company's policy into practice and for developing detailed procedures. Whipman Woods Flying High Academy must ensure that the first aid provision does not fall below the required standard. Nicola Green must ensure that provision for staff and others complies with other relevant legislation and guidance. She should also make sure that staff are aware of the health and safety policy, including arrangements for first aid.

STAFF

General conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

Whipman Woods Flying High Academy must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The headteacher must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site

ASSESSMENT OF NEED

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. Whipman Woods Flying High Academy will consider all users of the business to include staff, volunteers, visitors and contractors.

The headteacher should regularly review the first-aid needs (at least annually), and particularly after any staff changes, to ensure that the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

TRAINING

A first aider must hold a valid certificate of competence, issued by an organisation who can demonstrate how they satisfy certain criteria set by the Health and Safety Executive (HSE). These criteria include:

- the qualifications required for trainers and assessors
- monitoring and quality assurance systems
- teaching and standards of first-aid practice
- syllabus content
- certification

Level 3 First Aid training courses cover a range of first aid competences:-

- First Aid at Work (18 hour course)
- Emergency First Aid at Work (6-hour course)
- Paediatric First Aid (12-hour course)
- Emergency Paediatric First Aid (6-hour course)

The HSE produce guidance on the standards and requirements of the above courses.

Whipman Woods Flying High Academy will arrange for their staff to undertake an appropriate first aid course, based on their risk assessment, to ensure adequate cover for both pupils and adults for all on-site, and off-site activities.

All staff who have obtained a level 2 /level 3 childcare qualification since June 30, 2016, must obtain a full Paediatric first aid certificate within three months of starting their job, to be included in the staff to child ratios. This certificate must be renewed every three years. The headteacher must ensure that at least one person, holding a current Paediatric first aid certificate is always on the premises and available when there are children present and when on outings. The headteacher must ensure that while children are eating there is always at least one member of staff with a current full Paediatric first aid certificate in the room.

First aid certificates issued by an Ofqual Awarding Body are valid for three years. Whipman Woods Flying High Academy will adhere to best practice and arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a requalification course up to three months before the expiry date of their certificate. Whipman Woods Flying High Academy should consider whether first aiders need to undertake annual refresher training, during any three-year certification period to help maintain skills and to keep up to date with any changes to first aid protocols. Whipman Woods Flying High Academy should keep a record of first aiders and certification dates.

LIABILITY AND INDEMNITY

In the event of a claim alleging negligence by an employee, action is likely to be taken against the company rather than the employee. Whipman Woods Flying High Academy will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their training, and employment.

STAFF WITH SPECIAL HEALTH NEEDS

Whipman Woods Flying High Academy will ensure that it considers the specific health needs of any employee. A specific risk assessment for staff will be documented to reflect any special measures that the company must take. This information will be shared with all first aiders, where appropriate, to ensure that they are aware of any special health needs. First aiders are not permitted to administer specific medication for specific health needs.

ADMINISTERING MEDICATIONS/INJECTIONS/OINTMENTS/CREAMS

First aiders are not permitted to administer medication, injections or ointments/creams without prior arrangement (see above guidance on trips/visits). Where prescription medication is needed we ask that parents time doses so that these fall before or after school. If this is not possible then a parent with parental responsibility for the child will need to administer this.

FIRST AID KITS

Whipman Woods Flying High Academy will provide the proper materials, equipment and facilities at all times. First-aid equipment will be clearly labelled and easily accessible. The HSE recommends that first aid kits conform to British Standard (BS) 8599.

First aid kits will be kept fully stocked and all sterile products will be in-date. The number of kits, and their locations will be determined when assessing needs. The kits should be checked periodically and documented by an appointed person. All staff will be aware of the whereabouts of first aid kits on the site.

FIRST AID ACCOMMODATION

Whipman Woods Flying High Academy will provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. This should contain a washbasin and be reasonably near to a WC. The area need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

HYGIENE/INFECTION CONTROL

Whipman Woods Flying High Academy will ensure that all staff take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

REPORTING ACCIDENTS / RECORD KEEPING

All first aid accident records should be securely stored. For the purposes of an accident investigation, Whipman Woods Flying High Academy should seek permission from the employee involved, before sharing any medical information with any other party.

STATUTORY REQUIREMENTS

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

Whipman Woods Flying High Academy must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records

For definitions of major injuries, dangerous occurrences and reportable diseases see HSE guidance on RIDDOR

[RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

Whipman Woods Flying High Academy will ensure that all accident records are stored securely at all times.

Accident reports for all injuries will be kept securely for 3 years from the date of the injury.

COMPLAINTS

Please refer to our 'Complaints Procedure Policy'. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. If a parent or carer has any concerns regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO and Class Teacher, who will be able to offer advice and support

MENTAL HEALTH FIRST AID (MHFA)

It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

Whipman Woods Flying High Academy will ensure that an adequate number of Mental Health First Aiders are trained, to be able to identify, understand and help a person who may be developing a mental health issue. Mental Health First Aid certification is valid for 3 years and Whipman Woods Flying High Academy will ensure that renewal of qualifications is maintained, to provide adequate MHFA cover.

Section 4 - Guidance

Additional guidance can be found below:

<https://www.hse.gov.uk/riddor/>

<https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm>

Appendix 1

WHIPMAN WOODS FLYING HIGH ACADEMY HEALTHCARE PLAN



For school and off-site visits

Procedures to be followed by non-medical staff

Name of Pupil:	
Date of Birth:	
Statemented Disability:	
Class/Year:	
Date:	
Review Date:	
Responsible persons in an emergency are First Aider (at work) or named person:	

Contact Information

Family Contact 1		Family Contact 2	
Name:		Name:	
Phone No. 1 (home):		Phone No. 1 (home):	
Phone No. 2 (work):		Phone No 2 (work):	
Mobile Number:		Mobile Number:	
Relationship		Relationship	

I/We can confirm that one of the above emergency contacts will be available at all times during the day.

Emergency Contact Details		
Name of clinic/hospital	Contact Name and Telephone Number	For Condition

Where possible, children are encouraged to administer their own medication, under the supervision of a School First Aider. If your child is unable or refuses to take their identified medication, then you will be contacted accordingly

Appendix 2

ACCIDENT REQUIRING FIRST AID OR MEDICAL INTERVENTION



1. First aider to assess situation and ask for relevant assistance; to follow the school's first aid protocols.
2. Delegated person to request an ambulance (if required) by telephoning emergency contact number (e.g. 999).
3. Inform parents.
4. Member of staff to travel to hospital (not the first aider on an offsite visit/residential, trip leader or designated person for medication) in accordance with school policy.

The Healthcare Plan has been written in agreement with:

Title	Print Name	Signature	Date
Parent/Carer*			
Pupil			
School Representative*			
Health Representative*			

*** Essential signatures**

Form copied to:

Agreed access to Healthcare Plan (Please note confidentiality)

This plan will be followed until circumstances change at which point a new plan should be drawn up and agreed. This plan should then be filed as a permanent record.

Appendix 3

WHIPMAN WOODS FLYING HIGH ACADEMY
MEDICINE IN SCHOOL



Name of Child		
Class		
Name of Medicine		
First Day of Administration in School		
Last Day of Administration in School		
Dosage	Time(s)	Number of Days to be taken
Storage Instructions		

- I can confirm that my child has had this medication before and has not had an adverse reaction.
- Where possible, children are encouraged to administer their own medication, under the supervision of a School First Aider
- If your child is unable or refuses to take their identified medication then you will be contacted accordingly.

Signed:..... **Parent/Carer:**.....

Date:.....

