Withycombe Raleigh C of E Primary School

First Aid Policy and Procedures
2026

At Withycombe Raleigh Church of England Primary School, we want to keep our children safe and healthy, providing them with the ability to actively participate in full school life and to be 'Growing Happy Hearts and Minds'.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using these premises and in particular ensure that all teaching and non-teaching staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and school procedures for First Aid.

First Aid provision must be available at all times while people are on school premises, and also off premises whilst on school visits (including external providers, e.g. running after school sporting clubs).

Areas of Responsibility

The LEA and Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher, teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. Insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practise and for developing detailed procedures and should ensure that the policy and information on the school's arrangements for first aid are made available to parents if required.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils.

Statutory Requirements

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on sick leave or involved in off-site activities. The school is a low risk environment and the recommended number of certified first aiders is one per 100 staff/pupils. First aiders will hold a valid First Aid at Work certificate or be a trained Paediatric First aider (for the Early Years Foundation Stage classes and when children under the age of 5 are accessing Breakfast Club or After School Clubs).

Positions of responsibility at Withycombe Raleigh:

Designated Adult for Welfare and First Aid (Appointed Person)

First Aiders (x 13):
Fran Ryan (Y5)
Sam Scudder (Y5)
Jenny Hooper (Y2)
Jude Greenaway (EYFS)
Antonia Burrows (PPA Cover)
Maddie Rogers (Y4)
Megan Sealy (EYFS/Y1)
Laura Goodall (Y3)
Jade Holmes (Y3)
Hayley Gillam (Y2)
Charlie Leigh (kitchen)
Jess Eggleston (Y3/Y5)
Neil Parsons (Site Manager)

Paediatric First Aiders (x 13):
Jude Greenaway (EYFS)
Megan Hart (EYFS)
Carmaine Asselman (Y1)
Linda Ward (Y2)
Jayde Smith (Breakfast Club)
Caroline Lang (Y6)
Antonia Burrows (PPA Cover)
Emma Jones (Headteacher)
Charlie Church (EYFS)
Jenny Meridith (EYFS)

The list of First Aiders and relevant duties/locations will be displayed in the Welfare Room, SLT offices, on the staff notice board in the staffroom and recorded in the school office (this will also include a full copy of renewal dates for each qualification). Qualifications and copies of certificates will be kept in individual staff files.

Main Duties of a First Aider

At school the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. Also, when necessary, ensure that an ambulance or other professional medical help is called and to administer prescribed medicines to pupils when necessary (refer to the Administering Medication Policy 2025). First aiders are voluntary and have other duties at school, e.g. teaching assistants or Breakfast Club leads. However, in the event of an emergency a first aider must be able to leave to go immediately to an emergency.

Qualifications and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are RQF accredited. At Withycombe Raleigh we require our first aiders to have a valid First Aid at Work certificate, to be an Emergency First Aider or be a trained Paediatric First Aider, all of which are valid for three years. A record of first aid qualifications and certification dates are kept and filed in individual staff files.

First Aid Materials, Equipment and Facilities

The First Aiders are provided with proper materials, equipment and facilities at all times. First Aid equipment is clearly labelled and easily accessible from the Welfare Room.

For MTA's during lunch times there are small bum bags filled with plasters, gloves and sterile wipes that are accessible from the OPAL shed for small first aid incidents.

There are three fully stocked first aid container on-site, marked with a white cross on a green background are stored in the Welfare Room. HSE recommends that this container must contain:

- A leaflet giving general advice on first aid
- Individually wrapped sterile dressings (assorted sizes)
- Sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- Safety pins
- 4 medium sized (12cm x 12cm approx.) individually wrapped sterile and unmedicated wound dressings
- 2 large (18cm x 18cm approx.) sterile individually wrapped unmedicated wound dressings
- Disposable gloves

To supplement this there are travelling first aid kits, which are available for off-site activities. These kits should include:

- A leaflet giving general advice on first aid
- Individually wrapped sterile dressings (assorted sizes)
- 2 individually wrapped triangular bandages (preferably sterile)
- 1 large (18cm x 18cm approx.) sterile individually wrapped unmedicated wound dressings
- Disposable gloves
- Individually wrapped moist cleansing wipes

(Any school buses/minibuses must have a fully equipped first aid container)

There are additional mini kits in the Staffroom/Hall and available in each class:

- A selection of sterile plasters
- Individually wrapped moist cleansing wipes
- Disposable gloves

(Resources are available in the Welfare Room for staff trained to manage catastrophic bleeds, e.g. tourniquet)

Ice packs (to be used wrapped in paper towel to stop cross-contamination) or disposable ice packs are located in the fridge/freezer in the Welfare Room. Spares are kept in the Office, Year 6 and Year 3 fridges. Staff need to ensure these are replaced and put back in the fridge/freezer, so they are cold and ready for use.

The Catering Team also have their own first aid equipment located in the school kitchen area (this will include additional materials in case of burns and specialised blue plasters for use by the staff if necessary when preparing and serving meals).

This first aid stock is checked regularly by the trained first aiders and the designated adult is responsible for ordering new stock and discarding items safely when the expiry date has passed. Staff need to inform the First Aiders if they need to update their own stock, e.g. plasters in classrooms.

Extra first aid equipment will be stored in the cupboard and in the safe in the Welfare Room. This room has use of a sink and is reasonably near to a WC. This room need not be solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Medicines will be stored in the Welfare Room fridge or medicine cupboard (keys kept on hook at the top of the noticeboard). Emergency medication which needs to be accessible is located on a high shelf above the sink, e.g. second EpiPens. Additional stock is available in the safe and can only be accessed by First Aid trained staff members (this key is also available on the notice board). General First Aid stock is available in the labelled drawers in the First Aid cupboard for all staff to access to top up their class First Aid kits or MTA kits. These kits are the responsibility of the individual staff members using them.

Providing Information

The Headteacher will ensure that staff are informed about the School's first aid arrangements. This will include informing new staff as part of their induction programme. All existing staff will have information about the location of equipment, facilities and first aid personnel. The first aid rota will be on the staff notice board, welfare room notice board and office notice boards.

This information alongside Administering Medicines Policy, Intimate Care Policy and Medical Conditions Policy will be shared during September Non-Pupil days as a refresher each year.

Meal Time Assistants

The Meal Time Assistants will carry basic first aid kits when supervising on the playground. MTAs **must refer** all head injuries to the trained first aiders in the medical area. Minor injuries can be dealt with by the MTAs and they will notify the class teacher if necessary. All injuries requiring treatment to the Early Years Foundation Stage children need to be directly reported to the Early Years Foundation Stage Team by the MTA involved. However, all injuries that need additional treatment need to be directly referred to the trained first aiders.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when dealing with blood or other bodily fluids.* They must wash their hands after administering any treatments or medicines. All waste (wipes, paper towels etc.) are placed in a disposable bag and fastened securely, then placed in the First Aid bin specifically designated for First Aid waste disposal (bins with lids). These bags should be kept from other children and belongings until home time to minimise cross-infection.

MANAGING BLOOD AND BODILY FLUIDS

Blood and body fluids (e.g. Faeces, Vomit, Saliva, Urine, Nasal and Eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore, vital to protect the first aider and others from the risk of cross infection. In order to minimise the risk of transmission of both staff and children should practise good personal hygiene and be aware of the procedure for dealing with body fluid spillages.

Spills of Blood and other Body fluids should be cleaned up immediately taking the following precautions.

Universal Precautions by the first aider/member of staff dealing with the handling of body fluid spillages:

- The immediate area should be cleared of people using hazard signs as necessary.
- Appropriate protective garments should be worn.* These include disposable gloves.
- Organic matter should be removed using disposable absorbent cloths.
- The area should then be cleaned using hot water and detergent followed by the appropriate disinfectant/sanitizer taking into account the surface where the incident happened. Use of powder sanitizer should not be used on absorbent surfaces or where it would be difficult to remove.
- A bodily fluids cleaning tub containing all the supplies identified above will kept in the school Welfare Room on the shelf.
- The area should be dried as thoroughly as possible.
- The site manager and cleaning staff should be notified of all spillages and the need for a deep clean of the affected area.

Disposal and cleaning precautions:

All spillages of body fluids and material used during clearing up should be treated as “clinical waste” and be disposed of appropriately, e.g. in a sanitary bin.

Non disposable cleaning equipment, such as mops and buckets should be disinfected and dried after use by the site management team following Devon Norse guidelines. It would be advisable to identify special mops and buckets to be used on these occasions to prevent cross contamination. Contaminated cloth should be laundered separately on a hot wash.

Carpets, soft furnishing and upholstery should be steam cleaned when possible. (In cases of excessive spillage, please email Mrs Hart to allow a decision to made about whether it requires disposal).

Secondary Clean - In many cases a secondary and more thorough clean maybe required:

- The secondary clean will be managed by the site manager
- This will allow a deeper clean for hygiene or cross contamination reasons and will be carried out by trained school cleaners
- This will follow the same procedure as above but allow for a deeper clean period
- Where needed a steam clean will be followed by a more intense drying time

Emergency Procedures

The principle of first aid is immediate action, but it is essential that quick action does not cause panic during an emergency situation. Any action taken needs to be careful and deliberate and the first-aider must remain calm at all times (initially the first aider should assess the scene for danger, as they cannot help anyone if they are injured). It is imperative that injured children are spoken to in a reassuring and calm manner. From then on they should follow the step by step guidance provided during their first aid training. When safe to move the injured person they can go to the Welfare Room.

If the accident is more than a minor one for child or adult, please report it immediately to the Senior Leadership Team, who will send for an ambulance if needed and contact the parents/carers. If in the event of a real emergency and the Senior Leadership Team are not available then the first aiders can instruct for a 999 call to be made. This call should go through the school office and it is necessary that the office staff have the full name and class of the child as this information is required by the ambulance team. The office will also directly inform the parents/carers as a matter of urgency. However, in the event of an emergency where this steps cannot be taken, e.g. trips, then staff can directly call the emergency services (the steps to follow are on the attached guidance on 'Contacting Emergency Services').

Biting Statement from the Biting Policy:

At Withycombe Raleigh C of E Primary School, we understand that biting among children can occur and it can be a concern for staff and parents/carers. We also understands that biting can be frightening for the child who has been bitten. It can also be frightening for the child who bites, because it upsets the other child and they may be worried about the reaction of adults. Biting can happen for many different reasons and under difference circumstances. It is important to give careful consideration to why a child is biting others.

If a child bites another child in the school staff will separate the children, comfort the child who has been bitten and call another member of staff to check if first aid is required.

Staff will comfort the child that has been bitten and ask them what happened. Staff will check the area and clean with an antiseptic wipe if necessary/administer first aid. In extreme cases the child may need to be sent home or to seek medical advice. The staff member who dealt with the situation will complete an accident report if medical advice is sought. The incident will be recorded on CPOMs. Parents/carers of the children involved will be informed.

If a child continually bites, a meeting will be held with the staff team to discuss appropriate and consistent behavioural techniques. The child's parents/carers will be invited in to the school to discuss strategies and explain how the behaviour is dealt with in the setting.

Defibrillator

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. The defibrillator is part of the first aid equipment and we have two at Withycombe Raleigh that are located in the Welfare Room and in the Staff Room. (The Staff Room Defib has been recorded on the defib Circuit and could be used by members of the public requesting use in an emergency). Staff members appointed as first aiders should already be trained in the use of CPR. However, the once switched on the defibrillator gives step by step guidance, and can be used by any member of the staff in an emergency situation.

Reporting Accidents and Record Keeping

Records must be kept of accidents at school and off-site.

Minor Incidents:

At Withycombe Raleigh we have an Accident Book. This is kept in the Welfare Room. All injuries (including head injuries) that receive treatment by a trained first aider are recorded in the Accident Book (name of child, class, date, time, injury, treatment and name/signature of the first aider). All head injuries must be reported to parents and the child will take a letter home. If there are any additional concerns about any injury then parents will be consulted as a matter of urgency.

These records are kept for a minimum of seven years by the Headteacher.

Where an accident or illness is sufficiently serious to warrant immediate referral to hospital, an ambulance will be summoned and the child's parents informed.

If it is not possible to contact a parent, a member of staff will accompany the child to the hospital and remain there until the parent arrives.

In less serious accidents, but where it seems sensible for the child to receive hospital treatment, the parent will be advised of this and, when necessary, offered a lift to the hospital. If the parent cannot be contacted, two members of staff will take the child to hospital and wait for the parent to arrive.

The school is able to act `in loco parentis' and make such decisions as may be necessary to ensure that the child's medical needs are met in time of serious accident or illness. Every effort will be made to contact a parent before any such decisions are made. All parents are asked to keep the school informed of a reliable contact number. These are updated annually.

Major Incidents:

All accidents and incidents deemed as major are recorded on the Devon County Council Online Reporting System. The following accidents must be reported if they injure either a pupil, school employee during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including those as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days (including those as a result of physical violence).
- All injuries resulting in being taken directly to hospital, where the person was taking part in an organised activity or due to a failure of equipment or premises (curriculum based activities).

Major Injuries can include:

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in wrist or hand.
- Fracture of any bone in the leg other than a bone in the ankle or foot.
- Amputation of a hand or foot
- The loss of sight of an eye.
- Any other injury which results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained only for observation.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury. Staff need to be aware that children can be hospitalised for 2 days over the course of a weekend.

The new reporting system is online and is to be completed by the Business Manager and the persons responsible for dealing with the incident. Paper copy to be printed off and kept in a file in the office.

Monitoring

Accident records can be used to help the Headteacher, Health and Safety Officers and School Nurse to identify trends and areas for improvement. Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first aid provision too. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Headteacher/Governing Body can establish a regular review and analysis of accident records.