

2025/2026

First Aid

Policy

Wyvern Academy

Responsible Person:	James Wilkinson – Assistant Ops Manager
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Approved by:	Michael McCarthy – Chief Executive Officer
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1. Introduction

- The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Although the Regulations do not require employers to provide first aid for anyone else, the HSE strongly encourages employers to consider non-employees when carrying out their first aid needs assessment and to make adequate provisions for them.
- This policy conforms to the DfE guidance on First Aid in Schools.

2. Scope

- The Academy will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing, so far as reasonably practicable, a safe and healthy workplace and working environment, both physically and psychologically, for all its employees, volunteers, and other workers.
- The Academy also recognises that its responsibility for the safety and welfare of all the pupils at the academy is paramount. First Aid matters/issues where necessary will be raised at staff briefing and staff meetings. First Aid notices will be prominently displayed, and all staff/new pupils will be informed about First Aid arrangements during induction.

3. First Aid provision

- Suitable stocked and labelled first aid kits are situated around the school with qualified first aiders.
- Wyvern Academy will have at least 15 trained first aiders, to provide additional cover.
- Wyvern Academy to display information for employees, pupils, parents/carers on first aid arrangements around the school.
- Wyvern Academy will periodically review risk assessments as required.
- First aid provision is always available whilst people are on academy premises, and during off-site visits where a risk assessment has indicated that it may be necessary (e.g., sports activities).
- The minibus has a stocked first aid box and a portable box is available for outside visits in line with the vehicle policy.

4. Responsibilities

- Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. This does not conflict with the responsibility of employers to undertake a risk assessment to identify significant risk and necessary control measures when pupils below the minimum school leaving age are on or off-site. This includes out of school hours arrangements e.g., letters, parents' evenings and maintenance.
- Wyvern Academy will provide qualified First Aiders who have received a 3-day training course as recommended by the HSE and updated every 3 years. Annual online training is to be completed to ensure qualified first aiders are updated with any changes to legislation. One First Aider will be on site whenever the school is open (including parents' evenings and other out of hour's events) and one will normally accompany off site visits where first aid is not likely to be sourced at destination.
- Wyvern Academy will complete an individual health care plan for pupils with specific medical needs. Anaphylaxis, diabetes, epilepsy etc. and ensure that explicit permission is given for the administration of any medications (see Administration of Medication Policy) Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions.
- 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 always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/ appointed persons. There will be enough trained staff to meet the statutory requirements and risk assessed needs.

Duties

Duties of a first aider/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, these would constitute:
 - Significant cuts
 - Grazes (only where the wound is 'open' or bleeding has occurred)
 - Scalds
 - Burns
 - Septic flesh wounds
 - Head injury
 - Broken limbs
 - Sprain
 - Asthma attack
 - Breathing problems
 - Chest pains
- When necessary, ensure that an ambulance or other professional medical help is called immediately.
- Enter details of injuries and treatment outcome on the appropriate incident form (Monday.com).
- Take charge when someone is injured or becomes ill.
- John Mudd, Site Manager, will be responsible for ensuring all boxes and containers are checked and stocked and maintained on a monthly cycle. Records of checks are to be uploaded into the site PPM board (Monday.com) using the Consilium check sheet which can be located within the Consilium hub under H&S.
 - Common issues such as feeling sick, headaches or generally feeling unwell do not constitute as first aid and the advice on sending the child home should be sought from the head of year.

Procedure in case of accident, injury, defects or hazards:

In case of an accident at the Academy, the following procedures should be followed:

- The injured party should be seen by a qualified first aider
- If the injuries cannot be treated at the school, an ambulance must be called immediately.
- All injuries are to be logged on to appropriate Monday.com form by the person who dealt with the injury.
- If the accident is a result of an incident on site, all information must be gathered including witness statements. This is to be logged on both CPOMS and Monday.com.
- Under no circumstances are any type of head injury accidents / incidents be left unattended without the presence of a qualified first aider. An ambulance is to be called as a priority. It's crucial for the first aider to assess the situation carefully and seek medical attention as needed.
- When to call an ambulance for a head injury:
 - If you're unsure whether to call an ambulance, it's always better to err on the side of caution. Even a seemingly minor head injury can have serious consequences.
 - Dial 999 (or your local emergency number) immediately if you suspect a serious injury.
 - Provide as much detail as possible about the incident and the person's condition.

Hygiene/infection control

- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves, hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or used equipment in the appropriate waste bin. All bodily fluids on the floor will be cleaned up using an absorbent powder, then swept up with a designated dustpan and brush and placed in a secured

plastic bag and disposed of in the outside bin. Bodily fluid spillages on hard surfaces will be cleaned up with paper towels and disposed of in a sealed plastic bag in the outside bin, the area is then to be cleaned with sanitiser.

- All staff are responsible for any defects in the equipment or damage to their classrooms and should report these issues on the Estates helpdesk.

Special arrangements

- In some cases, children with medical needs may be more at risk than other children. Staff may need to take additional steps to safeguard the health and safety of such children. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Head of School is responsible for making sure that all relevant staff are aware and if necessary are trained to provide any additional support these children may require.

Emergency situations

All first aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions. The most common are asthma, diabetes, epilepsy, and severe allergic reaction.

- Asthma – children with asthma need to have access to their reliever inhalers when required. Spare inhalers must be provided by parents and kept in an unlocked cabinet by schools.
- Epilepsy – concerns about safety should be discussed with the child and parents as part of the health care plan.
- Diabetes – children with diabetes should be able to manage their own medication. This should be discussed with the child and parent as part of their healthcare plan.
- Anaphylaxis – this is to be discussed as part of the child's healthcare plan between the parent and the child. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with the child's name and updated medicines. If the academy must administer the injection, the emergency services must always be called.

Child protection

If any concerns are raised that have safeguarding implications (e.g., unexplained marks or scars), during first aid treatment, the first aider must inform the designated safeguarding lead who will then take the appropriate actions.

Physical contact with pupils

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children.

Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who are designated school first aiders
- Be carried out wherever possible, in front of other children or adults
- Be recorded on Monday.com
- All parents will be informed if their child has received any treatment at the academy.

First aid materials, equipment, and facilities

- First aid equipment must be clearly labelled, easily accessible and up to date. Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

Contents of the first aid container

- The number and contents of first aid containers required will be identified as part of the first aid needs assessment. As a minimum, the academy should have at least one fully stocked first aid container for each site, additional containers may be needed for large or split-levels sites, distant sports fields or playground, and any other high-risk areas and any offsite activities. All first aid containers should be marked with a white cross on a green background.
- There is no mandatory list of items to be included in a first aid container. The Academy's first aid needs assessment will help determine what should be provided. The HSE recommends that where there is no special risk identified, a minimum provision of first aid items could be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- This is only a guide as each first aid kit will be based on the first aid needs assessment. Careful consideration should be given to the siting of the containers and, where possible, they should be kept near to hand washing facilities.

Travelling first aid containers

- Before undertaking any offsite activities or educational visits, the responsible person must assess what levels of first aid provision is needed and identify any additional items that may be necessary for specialised activities. A portable first aid container must be readily available for use, maintained and in good condition. The HSE recommends that the minimum travelling first aid kit should contain:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Minibus first aid container

- The road vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. The following items must be kept in the first aid box:
- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rust-less blunt ended scissors
- John Mudd is responsible for maintaining, inspecting, and replenishing the minibus first aid container.

5. Administering Medications

- Refer to the following policy: Supporting pupils with medical conditions.
- The Trust will follow Department for Education (DfE) guidance on managing medicines in schools and on school trips:
- Written consent: Schools must have written consent from the child's parent or carer to administer medication. The consent form should include details of the medication, such as its name, dose, and how it should be administered.

- Individual Health Care Plan (IHCP): Schools should have an IHCP for each child with a medical condition. The IHCP should reflect the child's individual needs and how they will manage their medication.
- Staff training: Schools should ensure that staff who administer medication are appropriately trained and qualified. guidelines emphasise the importance of training programs that provide staff with knowledge about different medical conditions, medication administration techniques, and emergency response procedures. Staff members responsible for administering medication should be trained to recognise potential side effects, understand dosage instructions, and handle any emergencies that may arise.
- Medication storage: Schools should keep medicines in a locked drugs cabinet. Each medicine should be in a separate, clearly labelled container.
- Record keeping: Schools should keep an up-to-date record of when medication is administered.
- Access to medical advice: Schools should ensure that qualified medical or nursing advice is easily available.

School Trips

- Schools may provide non-prescription medicines for school trips. This must be in line with the DfE's statutory guidance on supporting pupils with medical conditions, which also applies in the context of a school trip.
- Non-prescription medicines should only be given to a pupil on a trip if specific prior written consent has been received from the pupil's parents and it is in accordance with the school policy.
- Staff must check, and received parental confirmation, that the medicine has previously been used by the pupil without any negative effect
- If a non-prescribed medicine is used, staff must maintain a record for each child explaining what medicine has been administered and when and inform the pupil's parents
- Schools should clearly set out the circumstances when non-prescription medicines may be administered.

6. Accident Reports & Investigation

- Reporting should be done through the Consilium hub in the Health and Safety section for each location.
- All accidents, incidents and applications of first aid are to be recorded on the appropriate Monday.com accident and incident board for traceability and record keeping. If further investigation is required, this will be monitored and updated accordingly. Photographs and any additional evidence that is necessary can be uploaded whilst completing the form.
- All investigation will require the Consilium accident/incident investigation form to be fully completed and include for a detailed analysis of both the immediate and root causes.
- Any serious incidents (that involve hospitalisation from the scene, off work for 7 days or death) will need to be reported to the HSE via the RIDDOR reporting form. Please refer to the RIDDOR reporting guidance document for further information.

7. Academy First aiders

- James Wilkinson
- Chelsy Hayes
- Jane Millward
- Charlotte Dean
- Dennis Kwok
- John Mudd
- Lauren Mitchell
- Shannon Heath
- Tim Morris
- Carolyn Leavesley

- Gemma Mudd
- Jodie Longstaff
- Jonny Willis
- Michael Hillary
- Katie Peacock

Person(s) appointed to administer medication

- Katie Ferguson
- James Wilkinson
- Chelsy Hayes
- Jane Millward