

# **WESTFIELD COMMUNITY SCHOOL**



## **First Aid Policy**

**January 2026**

### At Westfield Community School:

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

#### **Aims:**

- To administer first aid to children 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 with a first aid certificate

#### **Implementation:**

- A sufficient number of staff to hold an up to date First Aid Certificate, and with up-to-date CPR qualifications.
- First aid supplies will be available for use at all times. These will be found in all cloakrooms linked to each class - first aid will be administered there, and a first aid record will be completed.
- A first aider will treat minor injuries.
- All injuries or illnesses that occur during class time will be referred to the Phase Leader who will arrange for the child to be sent home where appropriate.
- All injuries or illnesses that occur during playtimes or lunch breaks will be referred to the Phase Leader or other member of Senior Leadership when appropriate i.e. bump to the head or more serious injury.
- A confidential up-to-date register will be kept of all injuries or illnesses experienced by children that require first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- Parents of all children who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the person providing the first aid.
- For more serious injuries/illnesses, the parents/guardians must be contacted by a member of the Senior Leadership Team so that professional treatment may be organised, this will also include any extra-curricular activities before and after school that child participates in.
- Any child who is collected from school by parents/guardians as a result of a serious injury/ illness; or who is administered treatment by a doctor/hospital or ambulance as a result of an injury, or has an injury to the head, face, neck or back; or where an injury is greater than "minor" will be reported on form HS1.
- Parents of ill children will be contacted to take the children home, after speaking to the Pastoral Manager and a Senior Leader.
- If a child leaves the school for any reason (other than emergency) they must be signed out of the school in the register maintained in the school office.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, the member of staff may confer with others before deciding on an appropriate course of action. The school office staff need to be made aware as

soon as possible, they then will disseminate the information to Phase leaders etc where necessary.

- A comprehensive first aid kit will accompany all school trips.
- All children attending trips or residentials will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on trips. Individual risk assessments need to be completed where necessary i.e. wheelchair users and children with any disability.
- All children, especially those with the asthma risk assessment (held in school registers), will have access to their medication at all times - please refer to risk assessments with regard to these arrangements.
- Mrs Pennington is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the supplies. It is the responsibility of **all** staff to ensure that Mrs Pennington is updated on a regular basis. This includes PPE.
- At the commencement of each year, data collection sheets are sent out to parents/ guardians, and they are requested to update any medical/ health needs as well any other additional needs. Medical questionnaires are also sent out to update school's records.
- At the beginning of each year, Mrs Pennington will update class register lists with the names of children who have any medical needs within the class. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

This policy will be reviewed annually.