



West Winch Primary School

First Aid Policy 2026

Introduction

West Winch Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at West Winch Primary School is held by Mrs Jane Harwood, Mrs Sarah Cobb, Mrs Teresa Eke and Miss Evie Cobb supported by other members of staff who have received Emergency First Aid and Defibrillator training.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment (following the Norfolk LA needs assessment form G608b) to determine the first aid provision requirements for our premises. It is our policy to ensure that the First Aid Needs Assessment will be reviewed following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The Headteacher will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations. The appointed people have attended the Anglia Training Emergency First Aid in Schools course, either in person or online.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections).

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First Aid boxes to be located at key points around the school site (EYFS, KS1 corridor, the First Aid Room – Jane Goodall Room and outside the Year 5 classroom).
- Travel first aid kits (x 3) when a trip is arranged (these travel first aid kits are located in the first aid cupboard in the disabled toilet and they include the grab bags).
- School purchased Asthma Inhalers and JEXT Auto Injectors – for emergency use only (Emergency Inhalers are in the First Aid Room (Jane Goodall Room) and in the main office and Emergency JEXT Auto Injectors are in a plastic, clearly labelled tub, in the staffroom).

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every week, replenish the necessary stock and make the Headteacher aware of any potential problems.

The contents of first aid kits are:

- **An updated list of pupils with medical conditions or needs**
- **At least 20 individually wrapped sterile plasters (assorted sizes), appropriate to a school setting**
- **2 sterile eye pads**
- **1 individually wrapped triangular bandage**
- **A pack of safety pins**
- **A selection of wrapped sterile un-medicated wound dressings**
- **Disposable nitrile gloves – located beside the first aid box**
- **1 'Vent Aid' resuscitation aid**
- **1 'Burn Cool' gel-soaked dressing**
- **Yellow clinical waste bags**
- **Scissors**
- **Adhesive micro-pore tape**
- **Disposable apron**
- **Hypo-allergenic plasters.**

The First Aid Room (Jane Goodall Room) is used as the first aid area for treatment, sickness and the administering of first aid.

Emergency Arrangements

Following an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person should always call an ambulance on the following occasions:

- **In the event of a significant injury or head injury**
- **If bleeding cannot be controlled**
- **In the event of a period of unconsciousness**
- **Whenever there is the possibility of a fracture/break or where this is suspected**
- **Whenever the first aider is unsure of the severity of the injuries**
- **Whenever the first aider is unsure of the correct treatment**

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's injury or condition.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents as regularly as possible. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital in the ambulance (and under no circumstances in a staff vehicle) and remain with them until the parents can be contacted and arrive at the hospital. In these circumstances, the accompanying adult must be fully aware of the specific medical and religious needs of the child. If they are unsure, the Headteacher should be contacted in all circumstances, to verify the latest information regarding the child.

Records

All significant accidents/incidents requiring first aid treatment are to be recorded with (at least) the following information and held for seven years:

- **Name of injured person**
- **Name of the qualified first aider/appointed person**
- **Date and time of the accident**
- **Type of accident (e.g. bump on head etc) recorded on a relevant coloured form:**
 - **Green – head**
 - **Blue – general accident**
 - **Orange – nosebleed**
 - **Yellow – asthma**
- **Treatment provided and action taken**

First Aid Policy Adopted: Autumn 2026

First Aid Policy Review: Autumn 2027



Heather Habbin - Chair of Governing Body