



First Aid Policy

Policy Title:	First Aid Policy
Last Review:	August 2025
Next Review:	August 2026
Responsibility:	Bursar, Headmaster
Other relevant policies:	Storage and Administration of Medicines Policy Off-Site Activities and Educational Visits Policy Health and Safety Policy Food Allergy Policy Allergy and Anaphylaxis Policy

General Statement

This policy applies to all departments of the school including the Early Years Department. West House School acknowledges its duty to ensure that there is adequate first aid provision for pupils and employees who become ill, or who are injured at the school. This policy has been reviewed with regard to DfE Guidance 'First Aid in Schools'. 'Medication Guidance for Birmingham Early Years Settings (2015 Version 2)' also provides useful additional guidance for staff working within the Early Years Department. In addition to this the non-statutory advice, 'Health and Safety: responsibilities and duties for schools (2018)' outlines advice to cover first aid for staff as well as pupils.

First aid is defined as the immediate attention to prevent minor injuries becoming major ones and therefore, excludes giving tablets or medicines to treat illness. Guidelines on this aspect are covered in the Storage and Administration of Medicines Policy.

Responsibilities

The Board of Governors, through the Headmaster, takes responsibility for overseeing the maintenance and review of this policy, at the heart of which lies the requirement for first aid to be administered in a timely and competent manner by appropriately qualified individuals.

The school Matron is the designated first aider for pupils in Reception to Year 6, and the Early Years Manager is the nominated first aider for pupils within the Early Years Department. Both have been trained in full paediatric first aid course of at least twelve hours, approved by the Health and Safety Executive. The school also buys in additional support from Birmingham Community Healthcare, whereby qualified nurses attend for one morning per week on Mondays.

A number of other members of staff hold the same certificates and these are listed in Appendix A. The school requires their training to be updated every three years. At least one qualified person is present on the school site when children are present and a qualified first aider accompanies children on all outings within the Early Years Department.

All additional members of the teaching staff, Early Years Department staff and teaching assistants receive training in allergy awareness, Epi-pen usage, asthma and epilepsy, updated at least every two years.

Recording of Accidents

Adults

- All accidents involving members of staff are to be recorded in the official Accident Book, located in the main school office.

Pupils in Pre-Prep and Prep (Reception to Year 6)

- Accidents and injuries involving pupils in school are referred to the school Matron and recorded electronically on the Engage portal in accordance with the guidelines laid out hereafter.
- All teaching staff have access to Engage to view incidents on pupils in their groups.
- Template letter completed and sent home for bumped head and administration of medicine.
- When Matron is not present, another qualified first aider attends to the accident and records it on Engage.

Pupils in the Early Years Department (Nursery – Pre-School)

- All accidents and injuries involving pupils within the Early Years Department are recorded electronically on “Famly” by the first aider/witness/room leader.
- Head of Early Years Department /Deputy head/Room leader/key person will telephone parents in accordance with the guidelines laid out hereafter.

Guidelines on Action to be Taken

The following list is not exhaustive. It should be used as guidance only. In the event of uncertainty, advice should be sought from Matron or a member of staff qualified in full paediatric first aid.

Nature of Accident/ Injury	*Action to be Taken
Suspected broken bone or fracture Any head or facial injury Dislocation Visible damage to teeth Excessive bleeding Visible damage to eyes Fainting / loss of consciousness	Parents informed immediately by telephone and injury/treatment recorded on Engage. In all such cases staff are advised to be pro-active and call an ambulance. Parents required to sign acknowledgment or formally acknowledge action taken. In the case of all bumps to the head, the school will treat the injury as serious and an advice letter is sent home after the parents have been informed. After any head injury, the child will be given a sticker to wear to alert all staff to monitor them if staying in school . If monitoring is required during the day, Matron will complete an Accident report form (pink) which class teachers complete during the day and parent will sign in acknowledgement on collection of the pupil.
Moderate bleeding, cuts and grazes Suspected sprain Severe / moderate muscular injury Moderate all-weather surface ‘friction burn’	Injury/treatment recorded on Engage. Parents contacted by phone and receive a notification via Engage afterwards. A photograph of the injury may be sent.
Minor cuts and grazes Minor knocks and bumps Minor muscular injuries	Not recorded other than when referred to matron when parents will receive a notification via Engage.

***All accidents involving Early Years children are reported to parents on the same day via a telephone call. A notification is also sent via Family (Nursery -Pre-School) or Engage/Dojo (Reception) on the same day, or as soon as reasonably practicable, along with any first aid given. An electronic record is maintained and parents are required to acknowledge receipt of the notification.**

Children requiring hospital treatment should be transported either by their parents or an ambulance. If in doubt, call for an ambulance on 999.

Further details in relation to EARLY YEARS DEPARTMENT children can be found in the Early Years Department Handbook.

Incidents Involving Exposure to Bodily Fluids

The school undertakes to protect employees, pupils and visitors from hazards arising from dealing with a bodily fluid spillage. This includes substances potentially hazardous to health through cross-contamination.

On discovering a spillage, staff and pupils should inform the School Office. An appropriate member of staff will then be instructed to address the matter. Bodily fluids most commonly include blood, urine, faeces and saliva.

Infection control measures should include the following:

- Waterproof dressings or gloves should cover cuts, grazes, chapped skin or other open wounds.
- Wash hands before and after applying dressings.
- Wear suitable gloves when mopping up blood or other body fluids.
- Do not use teeth when pulling on gloves or removing them.
- Washing or rinsing gloves before removal
- Washing hands or other skin surfaces immediately after contact with blood or other body fluids and after removing glove.
- Pulling off gloves so that they are inside out avoiding the contaminated side being exposed.

Care should be taken to avoid piercing the skin with needles or other sharp equipment, which may be contaminated.

Spillages should be cleaned up appropriately with an anti-bacterial solution and water. All contaminated materials resulting from the cleaning up of spillages should be appropriately cleaned or disposed of, in accordance with local or national regulations.

First Aid Boxes

The school possesses a number of first aid boxes, appropriately stocked, throughout the site. Signs highlighting the nearest first aid box are displayed throughout. The school Matron and the Nursery Operations Manager are responsible for ensuring that all first aid boxes are accessible and appropriately stocked within their specific area of responsibility.

Staff are reminded to check that first aid boxes are provided when undertaking a risk assessment involving off-site activities.

The school also possesses a Bleed Kit, held with Matron. This is to be used in emergency for excessive bleeding.

Arrangements for Pupils with Particular Medical Conditions

The school acknowledges its responsibility to ensure that it actively promotes the welfare of its pupils. Staff receive training at least every two years in how to manage commonly occurring medical conditions such as asthma and allergies; parents are required to disclose such conditions upon registration of a pupil.

In the case of pupils suffering from less common medical conditions such as epilepsy and diabetes, the school will make reasonable adjustments to ensure that staff have received sufficient training to manage the conditions before the pupil is admitted to the school. Again, parents are required to disclose such conditions at the registration stage.

In all cases the school will make reasonable and appropriate adjustments to ensure that a pupil's particular medical needs can be met. In the event that the school does not feel that it can address a pupil's medical needs, in spite of making reasonable adjustments, the parents will be informed at the earliest possible stage prior to a place being offered.

Training

Designated first aiders receive training every 3 years. A number of additional staff receive full Paediatric First Aid training at least every 3 years. Such training is of at least twelve hours duration and specifically relates to children.

Early Years Foundation Stage

The school acknowledges its responsibility to have at least one person on the premises and at least one person on outings who holds a full paediatric first aid certificate indicating training of at least twelve hours.

Reporting To the Health and Safety Executive

The school acknowledges its responsibility to report to the Health and Safety Executive (Tel: 0845 300 9923) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In so doing it will follow the guidelines set out in the HSE information sheet 'Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences).

Reporting to OFSTED

In the case of all pupils in the EYFS registered setting (Nursery – Reception), the school will report to OFSTED any failure to administer medication in line with the policy on the storage and Administration of Medicines and of any serious accident, illness or serious injury to, or death of, any child whilst in the care of the school, along with the action taken in respect of it.

Notification will be made as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. The school acknowledges that failure to comply with this requirement, without reasonable excuse, is an offence.

The school will also notify local child protection agencies, named in the Child Protection Safeguarding Policy, of any serious accident or serious injury to, or the death of, any child whilst in the school's care and will act upon any advice given.

OFSTED will also be notified in the event of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. The school acknowledges that failure to comply with this requirement, without reasonable excuse, is an offence.

Monitoring and Review

This policy will periodically be monitored by the Bursar, in liaison with the Health and Safety Committee.

Appendix 1

Full Paediatric First Aid – School

STAFF MEMBER	DEPARTMENT	DATE OF CERTIFICATE	EXPIRY DATE
Ellie Lette	Matron	03.01.25	02.01.28
Carol Todd	Support Staff	5.01.24	04.01.27
Clare Flanagan	TA	03.01.25	02.01.28
Rachel Breen	Teacher	04.01.24	04.01.27
Kim Gilbert	TA	05.01.24	04.01.27
Oscar Lyttle	TA	05.01.24	05.01.27
Laura Heffernan	TA	05.01.24	04.01.27
Lucy Sprigg	TA	05.01.24	04.01.27
Abena Frema	TA	13.06.25	12.06.28
Geraldine Coffey	School Office	13.06.25	12.06.28
Hayley Prince	Teacher	13.06.25	12.06.28
Mel Allen	TA	13.06.25	12.06.28
Ruby Dhanda	TA	13.06.25	12.06.28
Debbie Edgington	School Office	03.01.25	02.01.28
Laura Baker	TA	03.01.25	02.01.28
Callum Williamson	Head of PE	03.01.25	02.01.28

Full Paediatric First Aid – Early Years

STAFF MEMBER	DATE OF CERTIFICATE	EXPIRY DATE
Avril Walsh	03.01.25	02.01.28
Hamida Miah	05.01.24	04.01.27
Anila Zerelli	03.01.25	02.01.28
Mandeep Kaur	05.01.24	04.01.27
Harpreet Kumari	05.01.24	04.01.27
Aimee Pillinger	13.06.25	12.06.28
Jade Blake	13.06.25	12.06.28
Michelle Mardenborough	03.01.25	02.01.28
Jonathan Smith	03.01.25	02.01.28
Mertilne Smith	03.01.25	02.01.28
Nive Arul	03.01.25	02.01.28

First Aid at Work

STAFF MEMBER	DEPARTMENT	CERTIFICATE	EXPIRY DATE
Ellie Lette	Matron	09.07.25	09.07.28
Darren Addis	Catering	09.07.25	09.07.28
Avril Walsh	EYFS	23.05.25	22.05.28

Full Paediatric First Aid For Schools, Forest School and Outdoor Learning– Forest School

STAFF MEMBER	DEPARTMENT	DATE OF CERTIFICATE	EXPIRY DATE
Clare Flanagan	TA	10.04.2024	09.04.2027
Nick Abbey	Teacher	10.04.2024	09.04.2027
Lucy Sprigg	TA	10.04.2024	09.04.2027
Laura Heffernan	TA	10.04.2024	09.04.2027
Hayley Prince	Teacher	26.09.2024	26.09.2028