



**WOODLANDS**

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

# First Aid Policy

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Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

# Contents

- 1 Policy Statement
- 2 Aims
- 3 Objectives
- 4 Medical Facilities
- 5 Accident Procedure
- 6 First Aid Kit Provision
- 7 Off Site Visits, Trips and Sporting Fixtures
- 8 Administering of Medication
- 9 Pupils' Dietary Requirement
- 10 Hygiene/Infection Control
- 11 Responsibilities
- 12 Emergency Procedures
- 13 Accident Recording
- 14 Informing Parents
- 15 Disposal of Needles and Syringes Procedure
- 16 Appendix A – First Aiders/Appointed Person

## **1 Policy Statement**

Woodlands School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

## **2 Aims**

- To identify the first aid needs of the school
- To ensure that first aid provision is available at all times when people are on school premises, and also off the premises whilst on school visits

## **3 Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the school and to maintain current qualifications for those people.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents/carers of the school's first aid arrangements
- To keep accident records and to report to Essex County Council and the Trust as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Returning electronic forms to Essex County Council.

## **4 Medical Facilities**

The school's nominated accommodation is the Pupil Services area of the school. Where appropriate, pupils will be brought to the Pupil Services area for examination, treatment or care. Where this is not possible or appropriate, first aid shall be administered by a trained First Aider at the incident site.

## **5 Accident Procedure**

1. An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
2. Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. school kitchen, Art, DT, Science, PE Offices, Creative Arts Office and Reception. This enables the lesson to continue with minimum disturbance to the teacher or class. However, the pupil must attend the Pupil Services area at the end of the lesson to have his cut or graze checked by a First Aider. Pupils who sustain an injury of this type at school outside lessons should be told to report direct to the Pupil Services area.
3. Any kind of head injury during a PE lesson no matter how small Pupil Services must be made aware, and a phone call made to inform parents/carers.
4. Serious Injuries are any injuries that may require a qualified First Aider or medical attention. A First Aider should be called either by sending a pupil into Pupil Services or by radio or telephone, ext. 135.
5. Pupil medical history including allergies should be given to the First Aider who has responded to the incident.
6. The First Aider will make a dynamic risk assessment as to whether or not an ambulance should be called. Parent/carer should be informed at this point.
7. Stay with the casualty while waiting for assistance remaining on the radio to maintain contact with the ambulance service.
8. Online Accident Report Forms must be completed for all injuries.

## **6 First Aid Kit Provision**

First aid kits are available at the following locations:

- Pupil Services
- The PE Office
- Science Prep Rooms

- DT Workshop
- Reception
- School Kitchen
- Art Office
- Operations Managers Office
- Creative Arts Office

Pupil Services will contact Heads of Faculty and First Aiders prior to the start of the new academic year to confirm contents of their first aid kits and order any new items that are required.

### **7 Off Site Visits, Trips and Sporting Fixtures**

A qualified, named and listed first aider who has received training is to be on every trip as captured in the Trips and Visits Policy.

Portable first aid kits available from the Pupil Services/Operations Manager.  
Pupil EpiPens and asthma inhalers from Pupil Services sick bay area (labelled).

### **Pupils' Medical Conditions Requirement**

A register of pupils who suffer from medical conditions, together with details of those conditions, is updated annually by Pupil Services. Copies of this list are kept in the Pupil Services area, Head of Year Offices, at Reception, in the Staff Room, with the school's qualified first aiders and in the PE office.

### **8 Administering of Medication**

When administering any medication two members of staff, one qualified first aiders shall sign off the issue of prescriptions to pupils. Regular checks shall be conducted by Pupil Services to ensure medications are in date and retained in the original packaging with associated instructions and advice notes.

### **Non-Prescribed Medications**

Non-prescribed medicine should not be given to a child unless permission has been received from the parent/carer. Permission can be checked using the schools MIS

### **9 Pupils' Dietary Requirement**

A list of pupils with specific dietary requirements will be updated periodically by Learning Development and promulgated in the school kitchen by the Catering Manager.

### **10 Hygiene/Infection Control**

Staff and pupils must adhere to basic hygiene procedures. Rigorous hand washing with soap and water for at least 20 seconds is encouraged and use of alcohol hand sanitiser. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc. in the yellow medical waste bin provided in the Pupil Services area.

### **11 Responsibilities**

Included within the responsibilities of the Health and Safety Co-ordinator are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons.
- To check the contents of trips first aid kits each term and re-stock as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

The school's Health and Safety Co-ordinator/Operations Manager is responsible for all necessary reporting under RIDDOR.

## **12 Emergency Procedures**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents/carers will be informed when an ambulance has been required to be called. If a parent/carer cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parent/carer can take over responsibility. The Head Teacher or his Deputies and the Operations Manager will be notified immediately if an ambulance has been called.

## **13 Accident Recording**

An Accident Report Form is completed online for each incident, generally by a person witnessing the events. The original is passed to the school's Health and Safety Coordinator for action/review.

## **14 Informing Parents**

Where the incident has required the issue of medication, or dressings that will need review after School, Pupil Services will call parents/carers to inform them.

The parents will be telephoned in the event of any head injury, if an ambulance is called or any other circumstances where the professional judgment is made.

## **15 Disposal of Needles and Syringes Procedure**

### **Sharps Bins**

Use a sharps bin (a specially designed rigid box with a lid) is for the disposal of needles and syringes. In Woodlands School a sharps bin is available in Pupil Services.

### **Needles**

Used needles must not be bent or broken before disposal and you must never try to recap a needle.

### **Using your sharps bin**

You can use your sharps bin to dispose of medical supplies such as:

- needles
- syringes

After you have used needles or similar medical supplies, put them into the sharps bin immediately. Do not try to take them out again.

Boxes must only be filled to the manufacturers' line and should be disposed of every three months, even if they are not full.

While your sharps bin is in use or waiting to be collected, keep it in a safe place so it is not a risk to other people and is out of the reach of children.

### **Disposing of your full sharps bin**

Arrangements for disposing of full sharps bin is undertaken by Skanska Facilities Services.

When your sharps bin is full, you may be able to return it to your GP surgery or local pharmacy. Some GP surgeries and pharmacies run free collection services.

If you have a medical condition such as diabetes, you can ask your local council to collect your sharps bin. Local councils can charge for this service.

### **Do not use other bins**

You should not put used needles or other sharps:

- in the soft clinical waste bin in Pupil Services or in a waste bin or any other general refuse bin

- in a container that's no longer needed, such as a drinks can or bottle

Needles can cause injury to you or other people because they are sharp. Used needles carry blood-borne viruses that may be passed on to other people, such as:

- HIV
- hepatitis B
- hepatitis C


### **Needles for medication**

Staff and Students using needles to inject medication, it is their responsibility to dispose of them safely in the sharps bin held in Pupil Services. For example, if you have:

- Diabetes and use a syringe, injection pen or insulin pen for regular insulin injections.
- Diabetes and need regular finger-prick blood tests using a lancet to check your glucose level.
- A severe allergy for which you may need to inject adrenaline (epinephrine) from a preloaded syringe or injection pen.

## 16 Appendix A – First Aiders/Appointed Person

<u>Name</u>	<u>Qualification</u>
D.Pumfrett	Emergency first aid at work
N.Wykes	Emergency first aid at work
A.Arthurton	Emergency first aid at work
C.seager	Emergency first aid at work
C.Hutton	Emergency first aid at work
B.Manners	Emergency first aid at work
N.Gray	Emergency first aid at work
T.Davies	Emergency first aid at work
S.Paci	Emergency first aid at work
G.Williams	Emergency first aid at work
L.Hadden	Emergency first aid at work
C.Murton	Emergency first aid at work
N.Karthikeyan	Emergency first aid at work
M.Donnelly	Emergency first aid at work
J.Mason	Emergency first aid at work
J.Williams	Emergency first aid at work
A.Jones	Emergency first aid at work
H.Ash	Emergency first aid at work
K.Boydell	Emergency first aid at work
L.Reay	Emergency first aid at work

Signed:   
Head Teacher

Dated: 8<sup>th</sup> December 2025

Signed:   
Vice Chair of Governors

Dated: 8<sup>th</sup> December 2025

