
First Aid and Accident Policy

Category of Policy: Central Education Policy Adapted by School

Willow Tree School

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Purpose

Willow Tree Park School is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, students and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015, revised 2017) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Automated external defibrillators (AEDs)'
- DfE (2024) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'
- Life Vac® Europe Ltd

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication Policy
- Supporting Students with Medical Conditions Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Promoting Positive Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

Roles and responsibilities

The governance team is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is enough appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g., educational visits or parents' evenings.

- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence, and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The Headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents/carers are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the students at school.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the Governance Team.
- Ensuring that they are comfortable and confident in administering first aid.

- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The School Business Manager is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g., restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid.

First aid provision

The school will routinely re-evaluate its first aid arrangements, at least annually to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of students and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid.

- Individually wrapped sterile adhesive dressings, of assorted sizes.
- Sterile eye pads
- Eye wash
- Individually wrapped triangular bandages, preferably sterile.
- Medical tape
- Medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- Pair of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- The school Office (Kitchen)
- Dining Room
- First Aid Room
- Upstairs Corridor

First aiders

The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders have full training and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that

appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the School Business Manager.

The school office will be responsible for ensuring all first aid kits are properly stocked and maintained. The school administration will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that students and staff know who they must contact in the event of illness or injury.

There are a sufficient number of staff first aid trained, paediatric first aid trained, and mental health first aid trained. They attend refresher training every 3 years.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.

The school will have trained mental health first aiders to help them recognize the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Students will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

Automated external defibrillators (AEDs)

Willow Tree Park School have an Automated External Defibrillator (AED) on site which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, usually during an INSET session.

Use of the AED will be promoted to students during PSHE lessons.

Staff onsite have been trained by an external company who provided the AED on how to use the AED and will have regular AED training through their First Aid refreshers.

Life Vac® - Airway Clearance Device (ACD)

Willow Tree Park School have four Life Vac boxes on site that are situated within the Group 1, Group 10 classrooms and school office, with an additional box to take out on trips, alongside the first aid kit.

LifeVac is the sole reliable choking rescue solution currently available in the UK. LifeVac have interchangeable sized masks enabling this to be used for all ages. LifeVac has been scientifically proven to be the safest, easiest and most effective airway clearance device (ACD) in the world.

All staff undergo online training, annually for the use of the equipment. This covers a range of areas including choking prevention, identifying different types of choking, when and how to use the Life Vac. If an individual is choking and requires first aid, staff can obtain the Life Vac equipment to use.

LifeVac is to be applied up to 5 times in a choking emergency when first aid fails or cannot be performed. The ONLY instance LifeVac can be applied more than the recommended 5 times, is if a second person is performing CPR.

At Willow Tree Park School we have students with Pica, who are at higher risk of choking. Pica is characterised by the persistent consumption of non-nutritive, non-food substances. Those with Pica may consume paper, dirt, clay, hair, ice or even more hazardous materials like metal or glass. Life Vac enables Willow Tree Park School to ensure the safety of students with Pica if they manage to eat an inedible object and begin to choke.

Severe Airway Obstruction: Complete airway obstructions do not allow any air to pass. The person will not be able to breathe if they have a complete airway obstruction. This means they cannot cough or make a noise. Acute airway obstructions are blockages that occur quickly. Choking on a foreign object is an example of acute airway obstruction.

Mild Airway Obstruction: In partial airway obstruction, the person will be able to breathe and cough, although there may be a 'crowing' noise (stridor) as air passes through a narrow space. Usually, the patient can clear a small foreign body by coughing and, although the breathing may be noisy, air can still enter and leave the lungs.

Kitt Medical (AAI Kit)

Willow Tree Park School has a Kitt Medical AAI box stored securely on site, providing emergency access to spare adrenaline auto-injectors (AAIs). The box contains pre-

authorised emergency AAls that can be used in the event of a severe allergic reaction (anaphylaxis).

AAls are a first-line treatment for anaphylaxis and can be life-saving if administered promptly. The Kitt Medical system ensures that trained staff can access the devices quickly in an emergency.

- **Location:** The Kitt Medical AAI box is situated in the school office, with access available to all trained staff.
- **Training:** All staff receive training in recognising the signs of anaphylaxis and in the safe use of AAls, as part of First Aid training. This includes identifying allergic reaction symptoms, when to administer adrenaline, and post-administration procedures (e.g. calling emergency services).
- **Usage:** An AAI must only be used in line with national guidance (*Supporting pupils at school with medical conditions*, DfE 2015, updated 2017) and in accordance with the student's individual healthcare plan (IHP), where applicable. In an emergency, the school's spare AAI may be used for a student known to be at risk of anaphylaxis, or where a first episode occurs and emergency services have been called.
- **Maintenance:** The Kitt Medical system provides ongoing monitoring and reminders to ensure devices are in date and replaced promptly. The box is checked regularly by the designated staff member.
- **Emergency procedure:** In the event of suspected anaphylaxis:
 1. Call 999 immediately.
 2. Administer the AAI without delay, following training guidance.
 3. If no improvement, a second dose may be given with a second device after 5 minutes, if available.
 4. Stay with the student until emergency services arrive.

At Willow Tree Park School, several students are identified as being at risk of anaphylaxis due to allergies (e.g. to foods, insect stings, or latex). Having a Kitt Medical AAI box ensures that staff are prepared to respond swiftly and effectively to keep students safe.

Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of students for the short-term care of sick or injured students. The first aid room includes a wash basin, shower room, and a toilet and is accessible for wheelchair users.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation, and lighting.
- Be kept clean, tidy, accessible, and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate the contact details of first aiders.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured people. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent accidents from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a student, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the student in the ambulance and calls the student's parent as soon as possible to inform them of the course of action taken. The staff member remains with the student at the hospital until a parent/carer arrives.
- Where an ambulance is not required, but medical attention is needed, the student is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the student in the back seat and attend to their medical needs. The student's parent/carer is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the student at the hospital or doctor's office until a parent/carer arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Responding staff members will see to any students who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These students will be escorted from the scene of the incident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher.
- The parents/carers of the victim(s).

Reporting accidents and record keeping

In the event of incident or injury to a student, a parent/carer will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the student's class teacher will telephone the student's parents/carers as soon as possible. Parents/carers will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents, or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time, and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Record Management Policy.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by students will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Illnesses and allergies

When a student becomes ill during the school day, their parent/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for students to rest while they wait for their parent/carer to pick them up. Students will be monitored during this time.

Where a student has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

Consent

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the student in mind – guidelines will be issued to staff in this regard.

Monitoring and review

This policy will be reviewed annually by the governance team, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Policy Revision Log

Policy Title: First Aid and Accident Policy

Revision Number	Date of Revision	Nature of Revision
1.	03/03/2025	The inclusion of Life Vac equipment, with detailed description of what it is used for, staff training, student conditions that are high risk of choking and the definitions of choking.

2.	30/09/2025	The inclusion of Kitt Medical equipment section.
3.		
4.		
5.		