First Aid/ Medical Policy

September 2026

Part of the Eastern Learning Alliance Trust

Date	September 2026
Approved by Head of School	September 2026
Review Date	September 2027

First Aid Policy

The First Aid procedure at Witchford Village College is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and not trained doctors or nurses. The term "first aider" refers to those members of the school community who are in possession of a valid first aid at work certificate or equivalent.

In the event of an incident all members of the school community should be aware of the support and the procedures available to activate this.

Please note that this policy also includes the use of the term '**Medical request**' which covers the ailments reported by students during and outside lessons but are not a result of an accident but may need medical support and welfare.

The purpose of the policy is therefore:

- to ensure that all staff and students are aware of the system in place;
- to provide awareness of health & safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

1. The College will:

1.1. Provide adequate first aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
1.2. Monitor and respond to all matters relating to the health and safety of all persons on school premises.
1.3. Ensure all new staff are made aware of first aid procedures in school.
1.4. Ensure that staff on the first aid rota have a first aid certificate that is in date.
1.5. Ensure that a staff member is assigned to be on call each session during the school day, Break and lunch time will have a first aider on the rota, posted near the first aid room.

2. Qualified first aiders will:

2.1. Ensure that first aid cover is available throughout the working hours of the school week as directed by the appointed person responsible for first aid or the Head of School.

2.2. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing appropriate PPE for the situation, calling for help from other first aiders or emergency services.

2.3. Help fellow first aiders at an incident and provide support during the aftermath.

2.4. Act as a person who can be relied upon to help when the need arises.

2.5. Ensure that the first aid cupboard is adequately stocked by informing the relevant member of staff when items are used or running low.

2.6. Ensure that parents are aware of all head injuries promptly. Advise that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/carers to collect a child to take them to hospital.

2.7. Ensure that a child who is sent to hospital by ambulance is either:
  2.7.1. Accompanied in the ambulance at the request of paramedics;
  2.7.2. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted; The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
  2.7.3. met at hospital by a relative;

2.8. Ensure that the parents/carers of any student are contacted in the event that:
  2.8.1. head injury is sustained by the student;
  2.8.2. The student is taken to hospital;
  2.8.3. The mobility of the student is impaired by their injury

2.9. Liaison must occur with the member of staff in charge of cover or the Medical/first aid rota, to ensure that lessons are covered in the event of an absent member of staff.

2.10. In the event of an incident or medical request or accident, a paper-based record of each student attended to should be completed, this sheet is filled in at the time of the event and includes:

student name
year
time (the page is dated)
the nature of the injury/issue
treatment/outcome
first aider in attendance.

This can be accessed by First Aiders, Deputy Head Teacher and HR Administrator. Daily logs are transposed onto HANDSAM when reviewed by First aid administration and paper copies are destroyed.

2.11. Ensure that everything is cleared away safely, utilising the medical waste bin in the medical room, if necessary, do not leave any contaminated waste unattended in a public space. Any bloodstains on the ground must be washed away thoroughly. Contact the site team to arrange cleaning work.

2.12. Do not administer paracetamol or other medications without verifying consent to administer is in place. Any medication administered should be detailed on EVOLVE with appropriate consent forms provided by parent/carer, medication will be clearly labelled in locked storage.

2.13. If you become aware of injury or need that may relate to child safety, they should raise the concern as outlined in the safeguarding policy in addition to the medical record. If unsure aways seek advice from the DSL or DDSL.

3. The Student support team with the SLT link will:

3.1. Ensure that the first aid cupboard is adequately stocked periodically and that all items in the cupboard are in date.

3.2. Ensure that there is a sufficient amount of 1- and 3-day first aid trained staff and arrange for staff with expiring qualifications to renew qualifications.

3.3. Ensure that, in the absence of the designated first aider, cover is provided.

3.4. Liaise with pastoral leaders, the SENDCO and DSL to ensure that first aiders are aware of serious medical needs of students and where to find details of Individual Health Care Plans (IHCP).

3.5. Ensure that the academy defibrillator is checked periodically. Checks should include presence of an in-date defibrillator pad and battery and that the defibrillator turns on. The checklist should be completed each time this is reviewed.

3.6. Regularly review the accident and incident reports as needed.

3.7. Support investigations of any serious accidents, reporting findings to the Head of School/ who will decide if the incident is reportable to the HSE.

4. Staff will:

4.1. Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
4.2. Be aware of specific medical details of individual students as detailed in the Weekly bulletins.
4.3. Ensure that students are aware of the procedures in operation.
4.4. Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
4.5. In an emergency contact reception who will alert the First Aider immediately.
4.6. Reassure, but never treat a casualty unless staff are in possession of a valid first aid certificate and always ensure personal safety. Any actions must be logged on the medical form for the day.
4.7. Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
4.8. If staff become aware of injury or need that may relate to child safety they should raise the concern as outlined in the safeguarding policy.

5. SENDCO and DDSL and DSL will:

5.1. Ensure that the student medical records are up to date with any new medical conditions or changes to medical conditions – These should be updated digitally but shared with the student services medical team and to wider first aid staff or general staff body as fitting.
5.2. Review any IHCP and update annually or as required should new information be provided.

6. Support Staff (not first aid trained) will:

6.1. Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
6.2. Not administer paracetamol or other medications.

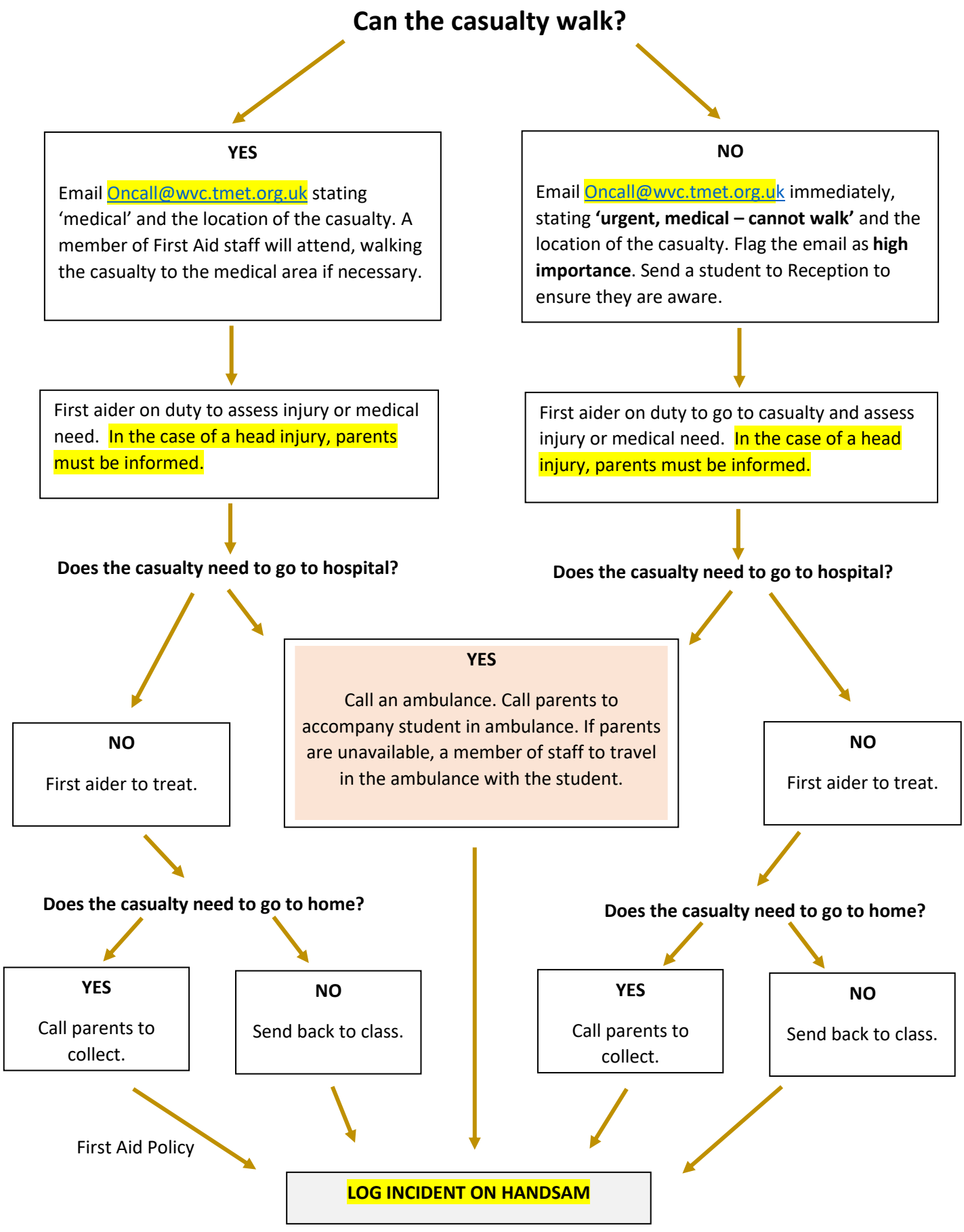
7. First aid before and after out of school hours Before 9am and after 4.30 pm:

7.1. In the event of a medical emergency, attention should be sought by the person requiring attention from 111 or 999.
7.2. First aid on trips and visits;
7.2.1. When students go on a school trip, they must be accompanied by at least one First Aider who is suitably qualified for the type of activity and duration of the trip. The EVC can provide advice on this.
7.2.2. The First Aider will ensure that adequate supplies of first aid are taken on the trip or visit.

8. Where the following are noted:

8.1. Serious injuries, patterns of injuries and near misses, where several students or staff are injured, the First Aider will alert the SLT link or Student support team who will consult with the Head of School on a suitable course of action. This could include a review of risk assessments; review of the site, facilities, or equipment; report to RIDDOR.

The execution of this policy will be monitored and updated as required by Deputy Head Teacher, the First Aid team and trustees.

Appendix A

First Aid/ Medical request Procedure during School Hours