The Willows School Academy Trust



First Aid Policy

Reviewed: September 2026

Next Review: September 2027

Statement of Intent

The Willows School Academy Trust is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils 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, pupils and visitors.

This First Aid Policy sits within the school's overall Health and Safety framework. The Health and Safety Policy sets out the school's general duty to provide adequate first aid facilities (see Health and Safety Policy, 'First Aid' section). This First Aid Policy provides the detailed procedures for how first aid is delivered in practice.

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

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, 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 pupils are aware of the procedures in the event of any illness, accident or injury
- Ensure that the school has appropriate arrangements for pupils with medical conditions, including asthma, anaphylaxis and allergies (as detailed in our Asthma, Anaphylaxis and Allergen Policy)
- 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.

This policy should be read in conjunction with:

- Administering Medication Policy
- Asthma, Anaphylaxis and Allergen Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Lone Worker Policy
- Social, Emotional and Mental Health (SEMH) Policy

Policy Map: What Policy Should I Use?

Use this quick guide to determine which policy applies to your situation:

FIRST AID POLICY (this policy)
Use for:
✓ Emergency response to injuries (cuts, falls, bumps, breaks)
✓ Emergency response to sudden illness (feeling unwell, vomiting, fever)
✓ General first aid treatment
✓ Calling 999 in emergencies
✓ First aid equipment and supplies

ASTHMA, ANAPHYLAXIS AND ALLERGEN POLICY
Use for:
✓ Emergency inhalers for asthma attacks
✓ Adrenaline auto-injectors (EpiPens) for anaphylaxis
✓ Managing pupils with severe allergies
✓ Emergency response to asthma attacks or anaphylaxis
✓ Individual Healthcare Plans for these specific conditions

ADMINISTERING MEDICATION POLICY
Use for:

✓ Planned, regular medication (e.g., daily ADHD medication)
✓ Short-term prescribed medication (e.g., antibiotics)
✓ Non-emergency medication administration
✓ Parental consent for medication

If in doubt, contact the school office.

Definition and Background

For the purposes of this policy, the school will follow the definition of first aid outlined below, from Wirral NHS Foundation Trust:
"First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge."

This definition of first aid does not include:

- The administration of prescription medication for ongoing medical conditions (covered in our Asthma, Anaphylaxis and Allergen Policy and Administering Medication Policy)
- The planned administration of medicines (covered in our Administering Medication Policy)

However, first aid provision does include the emergency use of medication such as inhalers for asthma or adrenaline auto-injectors (EpiPens) for anaphylaxis, as detailed in our Asthma, Anaphylaxis and Allergen Policy.

What This Policy Does NOT Cover:
This First Aid Policy does not cover:
• Emergency medication for asthma (inhalers) – see our Asthma, Anaphylaxis and Allergen Policy
• Emergency medication for anaphylaxis (adrenaline auto-injectors/EpiPens) – see our Asthma, Anaphylaxis and Allergen Policy
• Planned, regular medication for ongoing medical conditions – see our Administering Medication Policy

If you are unsure which policy applies to a specific situation, please contact the school office or refer to the policy map above.

Background
Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.
Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid.
First aid provision must be available:

- While people are on school premises
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits

The school recognises that some pupils have specific medical conditions that require additional provision beyond general first aid. These conditions, including asthma, anaphylaxis and allergies, are managed in accordance with our Asthma, Anaphylaxis and Allergen Policy.

Legal Framework

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

Legislation:

- 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

Statutory Guidance:

- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- DfE (2026) 'Keeping children safe in education (KCSIE)

Data Protection:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

Roles and Responsibilities

The governing board will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk 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 pupils and others complies with the relevant legislation and guidance
- Ensuring that the school has:
    - A suitably stocked first aid kit
    - An appointed person to take charge of first aid arrangements
    - Information for all employees giving details of first aid arrangements
- Ensuring that appropriate arrangements are in place for pupils with medical conditions, including those covered by the Asthma, Anaphylaxis and Allergen Policy

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- Ensuring that all staff are made aware of related policies, including the Asthma, Anaphylaxis and Allergen Policy and the Administering Medication Policy
- 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 staff are aware of the locations of emergency medication (such as inhalers and adrenaline auto-injectors) and how to access them quickly

- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary
- Ensuring that appropriate training is provided for staff who need to administer emergency medication for conditions such as asthma and anaphylaxis

Staff will be 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
- Being aware of pupils with medical conditions that may require emergency intervention, as detailed in the Asthma, Anaphylaxis and Allergen Policy
- Securing the welfare of the pupils at school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury
- Knowing how to access emergency medication for pupils with asthma, anaphylaxis or severe allergies

First aiders will be responsible for:

- Completing and renewing training as dictated by the governing board
- 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
- Being aware of pupils who have medical conditions that may require emergency first aid, as outlined in individual healthcare plans
- Keeping up to date with government guidance relating to first aid in schools
- Understanding when to call emergency services and how to provide appropriate care while waiting for help to arrive

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes:

- Emergency contact numbers
- Details of allergies and food intolerances
- Chronic medical conditions (including asthma, anaphylaxis, diabetes, epilepsy, etc.)
- Current medications
- Any other relevant medical information

For pupils with asthma, anaphylaxis or severe allergies:

- Parents will be asked to complete additional consent forms as outlined in the Asthma, Anaphylaxis and Allergen Policy
- This includes consent for emergency medication to be administered
- Parents will provide details of symptoms, triggers and emergency procedures
- An Individual Healthcare Plan will be created in partnership with parents

First Aid Provision

First Aid Needs Assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

The first aid needs assessment will consider:

- The size of our school and whether it is on split sites and/or levels
- Our school's location
- Our school's layout
- Any specific hazards or risks on site
- The specific needs or disabilities of our pupils and staff
- The age range of our pupils
- The number of first aid personnel required
- Hazards and risks on the school premises
- The needs of any vulnerable individuals onsite, including pupils with medical conditions such as asthma, anaphylaxis or severe allergies
- The nature and distribution of pupils and staff throughout the school
- The number of pupils with medical conditions requiring emergency medication or intervention

- Off-site activities and educational visits

This assessment will be reviewed at least annually, and particularly after any changes in circumstances, such as new premises or staff changes.
A lot of this information will be included in our school's risk assessments, which tell us the kind of incidents or injuries that are most likely to occur. We will make sure we have the appropriate level of provision to deal with these.
The school will maintain a register of trained first aiders, ensuring at least one staff member has a current paediatric first aid ('PFA') certificate and having a well-stocked first aid kit. The PFA certificate must be updated every 3 years.
The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

Appointed Person and First Aiders

The school has used the first aid needs assessment to determine the appropriate level of first aid provision required.
At The Willows School Academy Trust, we have both an appointed person and designated first aiders to ensure comprehensive first aid coverage.

Appointed Person
The appointed person is responsible for:

- Taking overall charge of first aid arrangements across the school
- Ensuring first aid equipment is maintained and properly stocked
- Coordinating the response when someone is injured or becomes ill
- Calling the emergency services when appropriate
- Overseeing the management of first aid provision

Our appointed person is:

Name	Contact	Location	Date of first aid qualification
S. Jones	2120	SLT Office	28.04.2025

The appointed person does not need to be a qualified first aider, but has responsibility for overseeing first aid arrangements. However, it is good practice for the appointed person to complete at least an emergency first aid at work course.

Designated First Aiders
The school has designated first aiders who hold valid paediatric first aid certificates and are trained to administer first aid to children.
Our designated first aiders are:

Name	Contact	Location	Date of first aid qualification
N. Moreno	2110	Oak Class	27.09.2024
W. Roberts	2119	Evergreen	27.09.2024
S. Jones	2120	SLT Office	28.04.2025
N. Palmer	2102	Finance Office	28.04.2025

Responsibilities
First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits

- Ensure that an ambulance or other professional medical help is called when appropriate
- Be aware of pupils with medical conditions that may require emergency intervention, as detailed in Individual Healthcare Plans
- Know how to access and administer emergency medication (such as inhalers or adrenaline auto-injectors) if they have received appropriate training
- Follow the procedures outlined in the Asthma, Anaphylaxis and Allergen Policy when dealing with pupils who have these conditions
- Ensure all first aid kits are properly stocked and maintained

First Aid Notices

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

Voluntary First Aiders

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risk Assessments

The school will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- At regular intervals
- After serious accidents, incidents or near misses
- After any significant changes to the workplace, working practices or staffing
- Following any identified trends or accident statistics
- When there are changes to the number or needs of pupils with medical conditions

Materials, Equipment and Facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

This includes:

- Standard first aid equipment (as detailed below)
- Emergency medication for pupils with asthma, anaphylaxis or severe allergies (stored and managed in accordance with the Asthma, Anaphylaxis and Allergen Policy)

First Aid Containers

The school will ensure it has suitably stocked first aid boxes in line with the first aid needs assessment. **The number and contents of first aid containers required will be identified as part of the first aid needs assessment.**

As there are no statutory requirements in place, the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

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

First aid boxes will not contain:

- Medication (including tablets or medicines)
- Prescription medication for individual pupils (this is stored separately as outlined in the Asthma, Anaphylaxis and Allergen Policy and Administering Medication Policy)

Maintenance and Restocking

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
- Restocked as soon as possible after use
- Items will be safely discarded after the expiry date has passed

Location of First Aid Boxes

First aid boxes will be located in the following areas:

- The main office
- In every classroom
- Lunch hall
- All remaining offices
- Minibuses

Additional First Aid Kits

In addition to standard first aid boxes, the school ensures that the following specialised kits are readily accessible and appropriately stored to support a prompt response to incidents:

- **Eye wash kits** – for eye injuries or contamination
- **Burns kits** – for treating burns and scalds
- **Bodily fluid spill kits** – for safe cleaning and disposal of bodily fluids

For ease of access, these specialised kits are centrally located within the **school kitchen**, enabling staff to obtain necessary equipment quickly when required across the school site.

The kitchen has been identified as a practical and supervised location because:

- It allows for consistent monitoring of stock levels
- Kits remain secure yet accessible during school hours
- It is a central location easily accessible from all areas of the school
- Staff are regularly present to maintain oversight

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities, including first aid boxes and emergency medication
- The identities and roles of first aiders
- How to contact a first aider urgently should the need arise
- How to access Individual Healthcare Plans for pupils with medical conditions
- Related policies including the Asthma, Anaphylaxis and Allergen Policy and Administering Medication Policy
- The procedures for monitoring and reviewing the school's first aid needs
- Information about pupils with medical conditions that may require emergency intervention (in accordance with confidentiality requirements and the Asthma, Anaphylaxis and Allergen Policy)

The school will include the provision of first aid information during induction training.

Adequate Coverage

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.

Certification Requirements

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

First aid qualifications are usually valid for 3 years. The school will arrange refresher training, ideally annually, but at least before the certificate expires. If a certificate expires before refresher training takes place, the person will have to take the full course again to be reinstated as a first aid provider.

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

Paediatric First Aid

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. As our first aider(s) will need to help children, we will make sure they get training in paediatric first aid. We will discuss our specific needs with our training provider in advance, so they can tailor their courses to fit our school's needs.

In all cases, the school will ensure that first aiders receive training in paediatric first aid so they are able to execute their duties appropriately to the whole school community.

Mental Health First Aid

The DfE is encouraging schools to have a senior mental health lead in place, to have strategic oversight of the whole-school approach to mental health and wellbeing.

The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

Additional Training

Where appropriate, staff will receive additional training in:

- Administering emergency medication for asthma (emergency inhalers)
- Administering emergency medication for anaphylaxis (adrenaline auto-injectors/EpiPens)
- Recognising the signs and symptoms of asthma attacks and anaphylaxis
- Managing pupils with severe allergies

This training will be provided in accordance with the Asthma, Anaphylaxis and Allergen Policy and will be refreshed regularly to ensure staff remain confident and competent. Records of all first aid training, including additional training for managing medical conditions, will be maintained by the school.

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
- Calling for a first aider
- Administering emergency medication (such as an inhaler or adrenaline auto-injector) if the pupil has a known medical condition requiring immediate intervention

First Aider Assessment

If called, a first aider will assess the situation and take charge of first aid 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.

Emergency Medical Conditions

For pupils with known medical conditions such as asthma or anaphylaxis:

- Staff should follow the emergency procedures outlined in the pupil's Individual Healthcare Plan
- Emergency medication (inhalers or adrenaline auto-injectors) should be accessed immediately
- Staff trained to administer emergency medication should do so without delay
- 999 should be called immediately for:
    - Severe asthma attacks that do not respond to the inhaler
    - Anaphylaxis (even if an adrenaline auto-injector has been administered)
    - Any other life-threatening situation

See the Asthma, Anaphylaxis and Allergen Policy for detailed emergency procedures for these specific conditions.

Administering Emergency Help

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

Procedures When a Pupil Requires Emergency Medical Attention

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

If an ambulance is required:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid or emergency medication
- A staff member accompanies the pupil in the ambulance
- The pupil's parent is called as soon as possible to inform them of the course of action taken

- The staff member remains with the pupil at the hospital until a parent arrives
- If the emergency involves asthma or anaphylaxis, the pupil's Individual Healthcare Plan and any used/unused emergency medication should be sent with the pupil to hospital

If an ambulance is not required, but medical attention is needed:

- The pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members:
    - One to drive the car
    - One who is a first aider, to sit with the pupil in the back seat and attend to their medical needs
- The pupil's parent is called as soon as possible to inform them that this course of action has been taken
- At least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives
- If the pupil has a medical condition, their Individual Healthcare Plan should be taken with them

Making the Scene Safe

The school will ensure that no further injury can result from any incidents that occur, either by:

- Making the scene of the incident safe
- If they are fit to be moved, removing injured persons from the scene

Reporting

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

- The headteacher
- The parents of the individual
- The Designated Safeguarding Lead (if the incident involves a safeguarding concern)

For incidents involving pupils with medical conditions:

- The incident will be recorded on the pupil's Individual Healthcare Plan
- Parents will be informed of what happened and what action was taken
- The incident will be reviewed to determine if any changes to the healthcare plan are needed

Support for First Aiders

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of:

- A debrief from any ambulance crew on scene
- An appointment with their GP
- Mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'
- Support from the headteacher or senior leadership team

Consent for First Aid

Consent in Advance

There is no requirement to get consent in advance for first aid. However, the school can ask for consent when pupils and staff join the school. We use our multi-purpose parental consent forms to obtain this consent at the start of each academic year.

Consent When Delivering First Aid

The school will aim to gain consent before giving first aid to employees and pupils. Consent can be given verbally, and in the moment that first aid is required.

However, this is not always possible – for example, if there's no time, or if the person is unconscious or choking. In these scenarios, consent can be implied.

Implied consent is where the individual non-verbally agrees to treatment – for example, by nodding, or holding out their injury for treatment. If the person is unconscious, implied consent can be justified if we can assume that if they were conscious and able to make a decision, they would consent to the assistance.

Pupils with Medical Needs

If a pupil has medical needs, the school will have agreed what to do in an emergency with their parents or carers in advance, and this will be recorded in the pupil's Individual Healthcare Plan.

Parents and carers might refuse consent to first aid because their child's medical needs are complex. The school will make sure staff are aware of this and are able to inform medical professionals of the child's needs if they're called to an emergency.

If Consent is Refused

If parents/carers or staff members do not consent to first aid, the school will meet with them to discuss their reasons, so we can help them if there's an emergency.

This policy includes details of what we will do if someone requires emergency first aid but we don't have consent. The school will respect the right to refuse consent, but will also uphold our duty of care to staff and pupils.

In all cases, nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should dial 999 in the event of a medical emergency before implementing the terms of this 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.

This risk assessment will consider:

- The nature and duration of the visit
- The location and distance from emergency services
- The number of pupils and staff attending
- The activities planned
- Pupils with medical conditions, including those with asthma, anaphylaxis or severe allergies
- Access to medical facilities
- The level of first aid training required

Staff members will take the following with them when undertaking offsite visits or events:

Essential Information:

- Mobile phones
- Information about specific medical needs of pupils
- Individual Healthcare Plans for pupils with medical conditions (including asthma, anaphylaxis and allergies)
- Parents' contact details
- Emergency contact numbers

Emergency Medication:

- Emergency inhalers for pupils with asthma (as detailed in the Asthma, Anaphylaxis and Allergen Policy)
- Adrenaline auto-injectors (EpiPens) for pupils at risk of anaphylaxis (as detailed in the Asthma, Anaphylaxis and Allergen Policy)
- Any other prescribed emergency medication for pupils on the visit
- Staff trained to administer emergency medication must be present on trips involving pupils with these conditions

First Aid Kits for Offsite Visits

The school will take a fully-stocked first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

The first aid kit will be checked before each trip to ensure:

- All items are in date
- The kit is fully stocked
- It is suitable for the specific trip

Vehicle First Aid Boxes

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage that is not less than 7.5cm wide
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of non-rusted blunt-ended scissors

Staff Training and Responsibilities

For all offsite visits:

- At least one member of staff with a valid first aid certificate must accompany the group
- Where pupils with asthma, anaphylaxis or severe allergies are attending, at least one member of staff trained to administer emergency medication must be present
- Staff must be briefed on pupils with medical conditions before the visit
- Staff must know the location of emergency medication and first aid equipment
- Staff must know the emergency procedures for the specific location

Emergency Procedures on Offsite Visits

In the event of an emergency during an offsite visit:

- Call 999 immediately if required
- Administer first aid or emergency medication as appropriate
- Follow the procedures outlined in Individual Healthcare Plans for pupils with medical conditions
- Contact the school to inform the headteacher
- Contact parents as soon as possible
- Complete an accident report form upon return to school

Medicines

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work does not include the giving of tablets and medicines, whether prescribed or not.

However, this does not apply to emergency, life-saving medication such as:

- Inhalers for asthma
- Adrenaline auto-injectors (EpiPens) for anaphylaxis
- Other emergency medication specified in a pupil's Individual Healthcare Plan

The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- Administering Medication Policy
- Administering Medication Risk Assessment
- Asthma, Anaphylaxis and Allergen Policy
- Individual Healthcare Plans for pupils with medical conditions

Emergency Medication

In circumstances where pupils may need to have access to life-saving prescription drugs in an emergency, the details will be recorded in the pupil's Individual Healthcare Plan and identified staff members will be aware of what to do.
The school is aware that the administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Examples of emergency medication that may need to be administered include:

- Inhalers (salbutamol) for asthma attacks

- Adrenaline auto-injectors (EpiPens) for anaphylaxis
- Buccal midazolam for seizures
- Glucagon for severe hypoglycaemia in diabetic pupils

The school will incorporate clear procedures for the storing of medication and for the administration of medication. This will include obtaining parental consent.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils 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.

Storage locations at The Willows School Academy Trust:

Medication for pupils requiring room temperature storage:

- Stored in a first aid box in the staff room
- Clearly labelled with the pupil's name
- Accompanied by Individual Healthcare Plan or parental consent form
- Accessible to trained staff who hold keys

Medication requiring refrigeration:

- Stored in a specific first aid fridge in Oak's kitchen
- Stored between 2°C and 8°C (or as per manufacturer's instructions)
- In a clearly labelled container
- Separate from food
- Temperature monitored regularly
- Accessible to trained staff

Emergency medication for asthma and anaphylaxis:

- Emergency inhalers and adrenaline auto-injectors are stored in accessible locations as detailed in the Asthma, Anaphylaxis and Allergen Policy
- These medications must be easily accessible in an emergency and **not locked away**
- All staff are aware of the locations of emergency medication
- Storage locations are clearly labelled
- Medications are checked regularly to ensure they are in date

Medicine brought in by pupils 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 pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g., inhalers for asthma or adrenaline auto-injectors (EpiPens) for anaphylaxis.

Illnesses and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.

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

Pupils with Asthma, Anaphylaxis or Severe Allergies

Where a pupil has asthma, is at risk of anaphylaxis, or has severe allergies, this will be managed in accordance with the school's Asthma, Anaphylaxis and Allergen Policy**,** which includes:

- Detailed management protocols for each condition
- Individual Healthcare Plans for affected pupils
- Emergency response procedures
- Staff training requirements
- Storage and administration of emergency medication

Emergency Response

The school will manage any emergencies relating to illnesses and allergies in accordance with:

- The Emergency Procedures section of this policy
- The Asthma, Anaphylaxis and Allergen Policy

- Individual Healthcare Plans for pupils with medical conditions

Automated External Defibrillators (AEDs)

In accordance with the requirements introduced through Benedict's Law, the school has procured an AED through the NHS Supply Chain, which is located in the school foyer.
Where the use of the AED is required, individuals will:

- Call 999 immediately
- Follow the step-by-step instructions displayed on the device
- Continue CPR until emergency services arrive
- The AED is designed to be used by anyone and will provide clear voice instructions

Staff Training and Awareness
A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, usually during the first INSET session of the academic year.
Staff will be informed of:

- The location of the AED
- When to use it (cardiac arrest)
- How to use it (following the device instructions)
- That anyone can use it safely

Pupil Awareness
Use of the AED will be promoted to pupils during PSHE lessons, including:

- What an AED is and what it does
- Where it is located in school
- When it might be needed
- That it is safe and designed to save lives

Reporting and Recording

In the event of an incident or injury to a pupil, a parent will be informed as soon as practicable. A list of emergency contacts will be kept at the school office and updated regularly.

The school will keep a record of all incidents involving staff, pupils and visitors which require first aid staff to be in attendance. The school will use a system for reporting and recording accidents, injuries and illnesses and notify Ofsted and relevant child protection agencies for serious incidents. The First Aiders will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given.

The school is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records. The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy, in accordance with UK GDPR and the Data Protection Act 2018. Information about pupils' medical needs is sensitive personal data and will be handled confidentially, shared only with staff who need to know.

Monitoring and Reviewing

This policy will be reviewed annually by the governing board, and any changes will be 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
- The location of emergency medication for pupils with medical conditions
- Which pupils have Individual Healthcare Plans
- Related policies including the Asthma, Anaphylaxis and Allergen Policy and Administering Medication Policy

Signed: M. Shaw — Bal Grant
Headteacher — Chair of Governors

Date: September 2026