Windmill Primary School

SEND Policy

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Title	First Aid Policy
Policy Owner	C York / E Jenks
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Version Control

Version	Last Modified	Last Modified By	Document Changes
2022	June 2026	C York / E Jenks	Date change only

COMMUNITY ACADEMIES TRUST

Windmill Values and Vision

'Every day is a new day'	***I***	*Include everyone*
'Be there for each other'	***G***	*Guarantee opportunities*
'Aim high'	***N***	*Nurture aspirations*
'Do your best'	***I***	*Inspire each other*
'Don't give up'	***T***	*Try everything*
'Believe in yourself'	***E***	*Encourage independence*

First Aid Policy

This document has been produced in conjunction with the School's Health and Safety policy. Staff should also refer to the school's Medication Policy.

Aims of the Policy

- The School acknowledge their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.

- The School will comply with the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

Objectives

The school will ensure that:-

- The appropriate number of first aiders / appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include any follow up or refresher training in order to carry out their duties. A record is kept of all training and when refresher training is required;

- Adequate and appropriate equipment and facilities are provided;

- The appropriate first aid arrangements are in place for off-site activities / trips;

- The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings etc.

- Staff and parents are informed and aware of the school's first aid arrangements;

- Records of all accidents / incidents are kept and where required, reported to the school's Health and Safety Team. Arrangements The school recognise that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by allocating a sufficient number of appropriately trained first aid staff.

• The school have carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and have safe working procedures in place as a result.

• In line with the school's H&S policy and the guidance from Community Academies Trust, the school will ensure that agreed appropriate first aid cover is in place for the full working day, including, where appropriate, before and after school clubs; community events; lettings and; cleaning / catering arrangements etc.

• Consideration has also been given to ensure that first aid cover is available should the main first aider(s) be absent from work due to holiday or sickness.

• The school will consider the needs for all persons that they have a responsibility for and that any additional controls are implemented where necessary.

• Any staff that are trained in first aid will be trained to the appropriate level. This will include staff responsible for children under 5, who will be trained to Paediatric First Aid level. In addition to the staff trained to First Aid at Work level, the school also have nominated staff trained to Appointed Person level.

• Details of current trained first aiders are displayed to advise all staff, pupils and visitors who they should report to should treatment be required.

• Sufficient supplies for first aid are maintained and audited regularly by an appointed responsible person. They will ensure that all first aid bags/boxes are stocked with appropriate supplies to treat first aid.

Monitoring and Review

The policy will be monitored for effectiveness and reviewed at least annually.

Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.

Review Date: Summer 2026

Next Review Date: Summer 2028