

WIDEY COURT PRIMARY SCHOOL

First Aid Policy



Policy reviewed on:	September 2026
Date of next Review:	September 2027
Who reviewed this policy:	Headteacher / Deputy Headteacher / School Operations Lead

General Statement

Widey Court Primary school is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each Key Stage area.
- At least one appointed person on each site to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

Legislative and Guidance Framework

This policy should be read alongside:

- The Health and Safety (First-Aid) Regulations 1981;
- Health and Safety Executive (HSE) first-aid guidance;
- Department for Education guidance on first aid in schools, early years and further education;
- the Early Years Foundation Stage (EYFS) statutory framework;
- *Allergy safety in schools* statutory guidance, effective from September 2026;
- statutory guidance supporting pupils with medical conditions at school;
- Keeping Children Safe in Education 2026;
- the school's Health and Safety Policy;
- the school's Medical Conditions Policy;
- the school's Allergy Safety Policy;
- the school's Safeguarding and Child Protection Policy;
- the school's Educational Visits Policy.

The HSE requires employers to provide adequate and appropriate first-aid equipment, facilities and personnel for employees, based on a first-aid needs assessment. Schools are strongly encouraged to include pupils and visitors within this assessment.

Benedict's Law – Allergy Safety

From September 2026, the school's first-aid arrangements will operate alongside the DfE's statutory *Allergy safety in schools* guidance.

The school recognises that anaphylaxis is a medical emergency and that rapid recognition and administration of adrenaline can be life-saving.

The school will therefore:

- maintain a separate Allergy Safety Policy;
- ensure all staff receive allergy awareness training;
- ensure staff know how to recognise the signs and symptoms of anaphylaxis;

- ensure staff understand the school's emergency response arrangements;
- ensure appropriate Individual Healthcare Plans are in place for pupils requiring them;
- maintain emergency adrenaline auto-injectors (AAIs) in accordance with the statutory guidance;
- ensure AAIs are stored appropriately and are readily accessible;
- ensure relevant staff understand how to use an AAI;
- ensure emergency allergy arrangements are considered for educational visits and activities;
- record and review serious allergic reactions and relevant near misses;
- use incidents and near misses to identify improvements in practice.

The DfE's 2026 statutory guidance specifically requires schools to have allergy safety arrangements, staff training, appropriate Individual Healthcare Plans and systems for recording and learning from serious incidents and near misses.

Emergency Adrenaline Auto-Injectors

The school will maintain a supply of emergency/spare AAIs in accordance with the 2026 statutory requirements.

Emergency AAIs are intended for use in an emergency where a pupil is believed to be experiencing anaphylaxis and their own prescribed AAI is unavailable, inaccessible or insufficient, in accordance with the school's allergy safety procedures and statutory guidance.

The school will:

- maintain an appropriate number of spare AAIs;
- ensure they are within their expiry date;
- store them in an accessible but secure location;
- maintain appropriate records;
- check stock and expiry dates regularly;
- ensure staff know where they are stored;
- ensure all staff receive the required allergy awareness training;
- provide additional practical training where required;
- ensure emergency AAIs accompany relevant off-site activities where required.

AAIs must never be deliberately withheld where a child is believed to be experiencing anaphylaxis. The DfE has confirmed that schools must stock spare adrenaline auto-injectors for emergency use under the new allergy safety requirements.

Responding to Suspected Anaphylaxis

If a pupil develops symptoms of anaphylaxis:

1. **Give adrenaline immediately** using the child's own prescribed AAI where available, or an emergency AAI where appropriate under the school's procedures.
2. **Call 999** and state that the child is experiencing anaphylaxis.

3. Keep the child under continuous supervision.
4. Follow the child's Individual Healthcare Plan where applicable.
5. Keep the child lying down unless breathing is difficult, in which case an appropriate position should be used while awaiting emergency assistance.
6. Do not allow the child to stand or walk unnecessarily.
7. If symptoms do not improve or return and a second AAI is available, administer it in accordance with the emergency guidance.
8. Commence CPR if the child becomes unresponsive and is not breathing normally.
9. Contact the child's parents/carers.
10. Record and report the incident in accordance with the school's procedures.

Staff should never delay administration of adrenaline where anaphylaxis is suspected. Government guidance on AAls emphasises prompt administration of adrenaline and calling 999 in suspected anaphylaxis.

Allergy Awareness Training

In accordance with the 2026 statutory allergy safety requirements, all school staff will receive appropriate allergy awareness training.

Training will cover:

- what an allergy is;
- common allergic triggers;
- signs and symptoms of an allergic reaction;
- recognition of anaphylaxis;
- emergency response;
- use of adrenaline auto-injectors;
- the school's allergy safety arrangements;
- individual healthcare plans;
- prevention and risk reduction;
- recording and reporting incidents;
- appropriate support for pupils with allergies.

Training will be refreshed annually in accordance with the statutory requirements.

The DfE's statutory guidance requires allergy awareness training for school staff, and current guidance confirms that training includes recognising symptoms, emergency response and use of adrenaline devices.

Individual Healthcare Plans

Children with significant medical conditions or allergies will be supported through an Individual Healthcare Plan (IHP) where appropriate.

An IHP should identify:

- the child's medical condition/allergy;
- known triggers;
- signs and symptoms;
- medication required;
- location of medication;
- emergency procedures;
- who needs to be informed;
- appropriate arrangements for school trips and activities;
- any additional adjustments required;
- parent/carer and pupil views where appropriate.

Staff responsible for the child's care will be made aware of the relevant information.

[First Aid Boxes](#)

All first aid boxes in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in: -

- Each classroom
- Lunchtime Playleaders have first aid bags
- Staffroom
- Main Reception area
- Library
- ICT suite
- ILC

First Aid buckets (containing equipment and instructions for cleaning up sick)

- Staff area
- Reception year
- KS1 new block – medical room
- Top corridor – disabled toilet
- Year 3 main block

[Appointed Persons](#)

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:

Miss G Dingley (Operations Lead)

The full first aid stock is located in the lower staffroom cupboards where staff can replenish individual boxes when necessary. Staff are to inform Miss G Dingley if stock is running low.

[Information](#)

1. A notice will be placed in each room of the school stating the location of the nearest first aid box. Names of staff who are first aid trained will be shared with staff annually, or if there is an update.
2. Children will be told what to do if there is an accident.
3. Details of the school's arrangements for first aid will be included in the prospectus.

[Accidents](#)

[Procedures for dealing with injuries/accidents](#)

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed: -

- Minor injuries (e.g. requiring a mediwipe or plaster) may be treated by any member of staff but if the injury is more serious, the child must not be moved and a first aider must be called. Do not take any action until first aider arrives.
- Ensure safety of injured child/and other children
- Record **any** accident you treat on CPOMS and include all details including date, time, place of incident, child's name, class, what happened, treatment given, and name of person making record.
MTA's must complete a first aid form during lunchtime and hand to the office to upload to CPOMS. Class teachers must be informed of all accidents/injuries.
- **PARENTS/CARERS MUST ALWAYS BE TELEPHONED IF IT IS AN INJURY TO THE HEAD OR SERIOUS INJURY.**
- If dealing with blood or body fluid wear gloves, apron, mask and visor to protect self and child.
- If applying plasters, use antiseptic wipes to clean and check with child that they can have plasters in case of allergy. If unsure, ask the school office to check the child's Arbor profile.
- If a child has a serious injury and is sent home or taken to hospital, it is necessary to complete a green PCC Health and Safety Incident/Illness Report form, available from the office. This is **in addition** to completing the other paperwork/CPOMS log as above.
- All accidents/incidents reported on CPOMS automatically notify our trust Health and Safety manager, Lisa Braund.
- If an ice pack is needed these are held in the freezers – KS1 block, lower staff room and disabled toilet on the top corridor.
- Sport/PE – person in charge to ensure that a fully stocked First Aid box is taken to all activities.

[Accident Reporting](#)

All accidents will be recorded and reported according to the Authority's guidelines, to include: -

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name of the person or first aider dealing with the incident.

[First Aid Training](#)

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There are qualified first aiders in school, including two paediatric trained first aiders which more than meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every employee will be given the opportunity to volunteer for an emergency first aid training course.

[School Visits and Journeys away from school](#)

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed by the schools Educational Visits Co-ordinator.

[Documentation](#)

All staff will receive a copy of this policy and be made aware of the DCSF's document: Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request.

[School trips](#)

When taking first aid for school trips bags/boxes are available in the first aid cupboard located in the lower staffroom. Please check these have all the items needed in them before leaving.

Please return all first aid equipment to where it belongs once used.

[Administering medicines](#)

Medicines can only be given if an Administration of Medicines form has been completed by the child's parent or carer. Staff undertake 'Livewell Medicine in Schools e-learning' training to administer medication to pupils.

When administering medicines details must be entered on the pink form and staff procedures followed below:

Administering Medication in School – Staff Procedures

Medication can only be administered if a pink medication form has been completed and signed by the parent/carers. This form must include details of the medication, dosage, and timings to be administered in school.

Medication must be handed into school in the original packaging with the child's name clearly labelled.

All medication and relevant forms are kept locked away in the office and medication required to be kept refrigerated is in the lower staffroom. If a child has an asthma pump or an EpiPen, this is to be kept in class along with the pink medication form, out of the reach of children.

Procedures for Staff:

Only staff who have received the relevant training should administer medication to pupils in school.

There must be two members of staff present, one to administer the medication and one to witness that the correct medication is being given, and the correct procedure has been followed.

Staff should follow the step-by-step guide below for administering medication in school:

	Administering Staff	Witness
1	Collect medication, including the pink consent form, from the office	
2	Ask a witness to be present	
3	Check the child's name and ensure that the name on the medication matches	Counter check the child's name and ensure that the name on the medication matches
4	Check with the child that the medication looks familiar to them	Counter check with the child that the medication looks familiar to them
5	Check that the pink consent form matches the child's name and medication provided	Counter check that the pink consent form matches the child's name and medication provided
6	Check dose to be given on the pink consent form	Counter check dose to be given on the pink consent form
7	Administer medication	Witness medication being administered
8	Complete and sign the pink consent form including the date/time administered, name of medication and dose given	Counter check the information entered on form is accurate
9	Ask the witness to countersign the form	Countersign the form

NAME:

SIGNATURE:

DATE:

Medical Registers

Medical details of all children can be found on Arbor.

Nut / Egg Allergy

There are several children in school with a serious allergy to nuts / egg.

Parents are asked to be aware of the contents and consequences of sending food into school that contains nut/egg or nut/egg products. All children have symptoms of a different nature, details of which can be found in their individual care plan.

In the event of a child suffering an allergic reaction, a first aider should be called immediately but EpiPen trained staff dealing with this child should take immediate action if though necessary.