

Woodley Church of England Primary School



Our Vision:

At Woodley C of E Primary School, each person is unique and accepted as a child of God. Through strong Christian values, and our BRIGHT attitudes to learning we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

First Aid Policy

Responsibility of: Finance and Facilities Committee
Type of Policy: Good Practice
Reviewed: 01/02/2026
Date of Next Review: 01/02/2027

Version	Date Policy Adopted/Reviewed	Approved by governors	Description
1	Adopted	December 2009	
2	Reviewed 2011	2011	
3	Reviewed 2013	2013	
4.	Reviewed 2015	2015	
5	Reviewed 2017	2017	
6	Reviewed 2019	2019	
7	Reviewed and amended	2021	
8	Reviewed 2022	2022	Updated with purple bands
9	Reviewed 2023	2023	
10	Reviewed 2024	2024	
11	Reviewed 2025		Updated with a flow chart for actions to take in case of emergency

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First Aid equipment is located as follows:

- First Aid cupboard is located in the central area. Cupboard contains supplies for first aid, copies of blank first aid forms and hygiene bin.
- Adrenaline Auto-Injector pen. Any child who is subscribed an epipen hold two pens within school. One is held in the classroom with a copy of the Individual Health Care Plan and one is stored within the office, easily accessible on the front desk for all staff. Admin team liaises with parents to ensure up to date injectors are kept in school at all times.
- Medical register is held within each class register, and shared with all staff.
- Office holds individual children's specific medical needs including allergy details, Individual Health Care Plans and Asthma Action Plans in the Medical File stored on the shelf in the office. A copy is also stored on Teams for all staff to access.
- Asthma inhalers are kept in the classroom in a designated first aid area. Each area/cupboard is clearly marked with a green first aid cross. Children know where to access their inhaler if needed during the school day.
- All medicines are stored in the office. A fridge is available in the office for medicines that need to be kept refrigerated (e.g. antibiotics). Parents/carers must complete a form authorising staff to administer medicines. A copy of the form is copied and taken to the classroom. The original form is stored in the office. The member of staff who administers the medicine must complete the record in the office. An adult must collect medicine from the office at the end of the day. Medicine cannot be collected by a child.
- Non-prescribed medicine can be administered by school staff with signed permission from parents.
- School have a supply of Calpol and Nurofen which can be administered to children with verbal permission from the parent if needed during the school day. The School will email the parent following their verbal permission as confirmation that permission has been given.

First aid supplies are monitored and ordered by a designated member of staff.

First Aid Training

First Aid training is given to a number of staff on a rolling programme to ensure all certificates remain current.

Staff are given a copy of this policy in their staff hand book as part of their induction procedures. Any queries regarding first aid are directed to the School Office in the first instance.

Accident recording procedures: (See Flow Chart in Appendix 1)

- Injury forms are completed and passed to the office for analysis and filing.
- Injury letters are passed to the class teacher as soon as possible to enable them to monitor the child's well-being through the rest of the day. At the end of the day, the form is put in the child's book bag to alert the parent that a minor accident has occurred during the day.
- Head Injuries. All head injuries are assessed by an appropriately qualified person and reported to the school office. Contact with the parents/carers is then made either by immediate telephone call or text by the office staff and an injury form is sent home in the book bag. Children are given a purple band for each head bump so they can be easily identified amongst

staff. A full assessment should be made by staff and parent/carer before sending the child to a non-sporting after school club.

- If a child has an anaphylaxis shock, a first aider will be consulted and the child/adult's individual health care plan will be followed. They may be given a dose of antihistamine to begin with. If their symptoms do not alleviate, the child or adult may require a dose of their auto injector for example, an EpiPen. The school will contact the parents if it is felt that a 999 call is necessary. The child will have the date and time of when the auto injector was administered written on their hand for the ambulance crew. The used auto injector will be placed in the designated box kept in the school office to hand to the ambulance crew on arrival. If the child shows signs of headache, sickness or feeling unwell, parents will be called for the child to be collected.
- All forms are retained in the school office for regular analysis and archiving. Forms are retained in accordance with file retention guidance provided by Wokingham Borough Council.
- More Serious Injury: If a child is sent to hospital an SRI form is downloaded from WBC Website, completed by office staff and forwarded to LA in line with RIDDOR requirements. Parents/carers informed immediately. In case of child becoming ill without obvious cause, NHS helpline to be contacted for advice prior to any action being taken. First Aider to assess injury. Head Teacher to be informed immediately. Parents/carers to be contacted immediately and ambulance called immediately if necessary and on instruction by a member of the SLT.
- If a child is unwell through the day, the child should be assessed by the Class Teacher and a decision made as to whether the child is well enough to stay in school or be collected. Head Teacher must be informed and will authorise any children leaving early throughout the day or a member of the SLT in the absence of the Head Teacher.
- The school staff may take the child's temperature to determine whether administering the school supply of paracetamol/ibuprofen is the correct medicine for the condition. Temperature information will not be recorded.
- If a child has vomiting or had diarrhoea in the day, they should be collected immediately and only return to school 48 hours after the last episode.

General Procedures

- Staff should use full PPE when dealing with and involving bodily fluids.
- Staff cuts/abrasions should be covered. Disposal of medical waste in sanitary bin in first aid cupboard in Central Area.
- All wounds should be covered in school.

Medical Alert Information: kept in office and in each classroom. A full register of children with medical needs is held within the front of each class register.

Appendix 1 – Procedure to follow for Emergency First Aid



