Hope School, College and Provision
First Aid Policy

Approved: Governing Body
1st July 2026

To Be Reviewed: July 2028

First Aid Policy

Hope School and College are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Policy Statement
At Hope School and College, we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision
The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 7 Full First Aiders and 8 Paediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities.

First aid training needs are reviewed on an annual basis and particularly after any changes, to ensure the provision remains adequate.

School Visits
Portable First Aid kits are available to be taken on all school visits and are available from the First Aider Kathy Brockley, (see Administration of Medicines Policy) staff are required to take all medication required for pupils in their class on each trip.

Kathy Brockley is responsible for ensuring all bags/boxes are replenished as soon as possible after use, however all staff are responsible for checking their own kits for trips out and reporting any requirements to Kathy Brockley or the School Business Manager who will authorise the ordering of supplies.

First Aid Boxes
First aid boxes are still also placed in clearly identified First Aid points around school and are fully stocked with suitable first aid materials. Kathy Brockley is responsible for ensuring first aid kits are kept fully stocked.

Recording and Reporting first Aid Treatment
All First Aid incidents/accidents to be recorded including 'bumps and bangs' All incidents to be recorded on an Accident Report form(s) (from the office) and passed to the Headteacher. Parents are contacted by telephone or Dojo message.

In the event of any head bumps School Office Staff/Class staff will contact the parent by phone and the appropriate form completed and sent home with the pupil.

All completed accident forms and the near-miss recordings should be completed and passed to the Headteacher. These are kept in a file and are available to all staff and parent/carers upon request.

In the event of an Adult/Staff/Volunteer incident a Wigan Council accident incident form (HST/12) must be completed in each case but only any serious accident/incidents need to be reported to the Health & Safety Team and the office (RIDDOR)

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or

Business Manager who will decide on further action, including overseeing the completion of an HST/12 Accident/Incident form and ensuring its submission to the Wigan Council Health and Safety Team. These forms are obtained from the office and kept in the accident file in the Headteachers office. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the school office or the class staff who are dealing with the child will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Parents are informed of any treatment administered by a First Aider **via Class Dojo or a telephone conversation**
Parents will be contacted by telephone if deemed necessary and in all instances of a head injury.

Medicines in school
The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice (see Administration of Medicines policy/Allergen and Anaphylaxis Policy)

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