



First Aid Policy

Applies to	Whole School
Responsibility	Deputy Head (Pastoral)
Approving Body	Pastoral and Recreation Committee
Date reviewed	Michaelmas 2025
Next review	Michaelmas 2026

Policy statement

The School is committed to providing a safe and healthy environment for all its pupils, employees, and visitors. Although accidents will occur, the School is dedicated to minimising the effects that they might produce by providing a sufficient number of first aid trained staff on site at all times when children or staff are present.

Definitions

First aid is defined as the provision of treatment for the purposes of preserving life and minimising the consequences of injury or illness until medical help can be obtained. It includes treatment of minor injuries or conditions that do not require the services of a Doctor or Nurse.

The School uses a number of trained personnel to administer first aid:

- a. Nursing/paramedic staff: Trained clinicians are available at the School's Medical Centre (St Andrew's Lodge) during the day and on an on-call rota basis overnight, therefore providing 24 hour cover. They can be contacted by telephoning 01749 834260 or their mobile number which is shared on the SAL rota. In cases when a clinical staff member is not available then staff will be made aware and directed to contact 111 or 999 in an emergency.
- b. First Aid Trained Staff: Following their attendance at a recognised first aid training course these staff are able to administer first aid when required and to take charge of the care of an injured/ill individual. The courses arranged are mainly; Paediatric First Aid, First Aid at Work or Emergency First Aid. A decision will be taken as to the most appropriate level of training needed for the member of staff, as this will depend on their role being undertaken and any legislation which may be relevant (e.g. Statutory framework for EYFS, First Aid at Work Regulations 1981, etc). Qualifications last for 3 years and will need to be renewed before they expire.
- c. Sports First Aid: The School uses GWP Medical to supply a qualified person for home sports fixtures when there is no member of staff in attendance.

A guidance document is available to help determine which roles should be first aid trained. It should be noted that roles should not be looked at in isolation, as consideration should be given regarding the practicality of a role being able to deliver first aid as well as availability of sufficient trained personnel at all times.

Training

The School will procure, organise and pay for all first aid courses. They will ensure that the content of the courses meets the standards and regulations of the HSE.

Courses may be arranged either on site at Wells Cathedral School, or elsewhere depending on availability and cost. Individuals will therefore need to be prepared that they may need to travel. Please refer to Expenses Policy for more details.

Courses will be arranged by the Health Administrator and individuals will be informed of any course arranged for them. Following completion of a course a qualification certificate will be given to each individual who passes. This certificate should be given to the Health Administrator so that they can update the list of qualified first aid personnel. They will pass the certificate afterwards to the HR department so that this training can be recorded on the member of staffs' file.

The Deputy Head (Pastoral) is responsible for ensuring that information of first aid arrangements including the location of trained personnel, first aid equipment, and facilities is disseminated throughout the School.

The first aid training and qualification expires after three years. A current list of all first aid trained staff, including their level of training, can be obtained from the HR department or from the First Aid Training Record.

When a new member of staff joins Wells Cathedral School, their line manager will need to contact the Health Administrator if they require first aid training as part of their role.

First Aid Boxes

Green boxes bearing a white cross containing essential dressings and equipment for dealing with illness/injury are provided at various locations around the School.

First Aiders should report any usage to medical staff at St Andrew's Lodge who will arrange for restocking.

First aid boxes which are used infrequently will be checked every short term by a member of staff from the medical centre for out of date stock and replenished as required.

Giving First Aid

If someone is injured on the sports field or around site, becomes unwell or needs help following an accident then the nearest First Aider should be contacted and asked to attend. The First Aider will assess the situation, ask for consent to provide help, request assistance from other First Aiders and/or the School's medical staff at St Andrew's Lodge, if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

A casualty must not be moved to St Andrew's Lodge unless they can walk there easily. People who are very unwell or badly injured are best assessed at the site of the incident where medical staff can decide on their best treatment and further management.

When giving first aid to under 18s which involves physical contact, the First Aider should first explain what they need to do and then ask the pupil's permission to go ahead before starting.

In the rare case that no First Aiders are available and St Andrew's Lodge cannot be contacted, the casualty should be assisted in getting to the nearest hospital/A&E department by the closest appropriate adult.

Medical Support

When a First Aider thinks that a casualty needs urgent medical treatment, the First Aider will arrange for the casualty to be taken to the nearest hospital/A&E department. An ambulance should be called whenever there has been significant injury to the head, neck or back; significant injuries to limbs, or where the person is unable to walk. Any other injuries or illnesses which are significant or where the clinician/first aider is concerned that they may be significant. When in doubt, the welfare of the person is paramount, so contact with the emergency services is advised.

In the event that a defibrillator is required, devices can be found outside Cedars Hall, the Swimming Pool, Beckynton pitches and Astroturf pitches. However, emergency services should advise the location of the closest defibrillator when a call is made to the emergency services.

When appropriate, or if asked to by the casualty, a next of kin will be contacted. Emergency contacts for pupils are available to staff on the School database (iSAMS).

Head Injuries

Head injuries must be treated in line with the School's Concussion Policy.

Transport to Hospital or Home

Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian/houseparent will be called for them to take over responsibility. If the parent/guardian/houseparent is unable to escort to hospital, a school approved chaperone will provide transport.

If the situation isn't an emergency but the casualty does need to go to hospital, alternative transport will be arranged as outlined above. Either the First Aider or another appropriate adult will accompany the casualty. Only staff cars/school vehicles insured to cover such transportation will be used.

Spillages of Body Fluids

These must be dealt with by a qualified First Aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the First Aider should use the Biohazard Spillage Kit, provided by the School Domestic Services Department to clean up.

The First Aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit. This bag should then be taken to St Andrews Lodge to be disposed of correctly.

Reporting and Recording

All first aid administered should be recorded and reported. All injury accidents or near misses, however minor, to staff, pupils or visitors, must be recorded using the Google Accident/Near Miss Report Form under the WCS drop down menu.

Illnesses requiring medical attention should be reported to St Andrew's Lodge (Medical Centre) who will record the information on the School's medical database.

Parents/guardians of Nursery/Pre-Prep/Prep School pupils will be notified of any first aid applied in the form of an email or telephone call from the Medical Centre, or a letter given to the teacher whose responsibility is to then give it to the parent/guardian. Parents/guardians of senior pupils will be notified by telephone or email.

After having been assessed and deemed fit to return to school, Medical Centre staff will contact the member of staff taking over the care of that pupil on collection to inform them of any necessary action that needs to be followed, such as not being fit for games or activities.

Serious Accidents

All work related deaths and, in certain circumstances, accidents which cause serious injury, or certain dangerous occurrences, not necessarily resulting in injury, fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. All potential RIDDOR-reportable incidents should be notified to the Health & Safety and Risk Officer who will carry out necessary investigations, liaise with the Bursar and report these to the Health and Safety Executive.

In the event of a fatality the Head Master or Bursar should be contacted initially by the member of staff who is aware of the incident, followed by the Health & Safety and Risk Officer. or in their absence the Health & Safety and Risk Officer immediately. Such an incident needs to be notified to the Health and Safety Executive Incident Contact Centre on Tel: 0845 300 9923.

It is essential that accidents that cause serious injury or dangerous occurrences even if they do not involve personal injury are investigated as soon as possible after the event has occurred. The Health & Safety and Risk Officer will lead on this and liaise with others as necessary.

Medical Conditions

Arrangements for pupils with medical conditions are highlighted on the school's database to make staff aware. Detailed care plans can be obtained from St Andrew's Lodge if necessary.

School Trips

As per the School Educational Visits & Events Policy, risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least one male and one female supervising adult are present for Residential Trips (for mixed pupil groups)
- At least one supervising adult qualified to administer first aid is present on all trips
- For EYFS visits at least one qualified paediatric First Aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the School's [First Aid and Health and Safety Policies](#).
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip