



THE WISDOM ACADEMY

FIRST AID POLICY

<i>Policy to be reviewed</i>	January 2026
<i>Date policy approved</i>	January 2025
<i>Head Teacher and Proprietor</i>	

Introduction

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

1. Responsibilities in Brief

The owner/proprietor is responsible for the health and safety of employees and of all those on the school premises.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The owner should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- An appointed person to take charge of first-aid arrangements
- Information for employees on first-aid

The head teacher is responsible for putting this policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The head teacher must ensure that First Aid notices are suitably displayed in staff/common rooms providing information on: location of equipment, facilities and personnel.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

2. First Aiders

The Head Teacher in conjunction with the proprietor will ensure that First Aider/s are available on-site all the time. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE). Training will be undertaken by staff so the school will have at least 3 first aiders.

The Paediatric First Aiders at The Wisdom Academy are:

Ms F Yaseen
Ms R Sakhawe
Ms F Sajid
Ms Z Fatima
Ms A Parveen
Ms F Alam
Ms M Manir
Ms Aisha
Mr N Khan

The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

3. Guidelines on Administering First Aid.

3.1 First Aid supplies

The school has 4 first-aid boxes. They are located in:

- The First Aid room
- The Administration office
- Staffroom
- Deputy's Office

3.2 Dealing with injuries

The school uses these guidelines as a general measure to determine the action to be taken.

Type of Injury	Action taken
Minor cut	First Aid given
Major cut	Parents/ Carer called
Graze/ Bruise	First Aid given
Fracture	Parents/ Carer and ambulance called
Dislocation	Parents/ Carer and ambulance called
Burn/ Scald	Parents/ Carer and ambulance called
Burn/ Chemical	Parents/ Carer and ambulance called
Crushing	Parents/ Carer and ambulance called
Puncture/ Bite	Parents/ Carer and ambulance called
Minor Strain/ Sprain	First Aid given and if necessary Parents called to take child home.
Major Strain/ Sprain	Parents/ Carer and ambulance called
Loss of Consciousness	Parents/ Carer and ambulance called
No Apparent Injury	Matter investigated further, if pain is unbearable, Parents are called
Minor Asthma	Inhaler administered
Major Breathing difficulties/ Asthma attack	Parents/ Carer and ambulance called
Other	HT will decide upon action

All First Aid matters are to be referred to the members of staff that are qualified to administer first aid.

A verbal explanation will be required from the teacher, in order for the member of staff (qualified in first aid) to complete an Accident Log.

The First aid staff will administer the First Aid, or refer the matter on to other relevant staff. The following key areas need to be considered:

- Have a credible witness present.
- Check medical history for allergies or known conditions.
- Disposable gloves should be worn.

- Exposed wounds or cuts are to be covered by a waterproof dressing.
- Contact with blood or bodily fluids should be avoided, in the event of contact the fluid should be washed off with soap and water.
- Fluids should be mopped up with paper towels and disposed of in plastic bags.
- Surfaces should be wiped down with a solution of disinfectant.
- A record of the Administered First Aid needs to be added to the Accident Log.
- If unsure, seek assistance, especially if there are known conditions that can affect the patient/pupil.
- If the patient requires further medical attention, then management will decide on what action is to be taken, and who is to accompany the child.

3.3 Accident Recording Procedure

The Health and safety policy of our school requires for us to record every accident in the accident book. This is especially important in respect to children in a school environment and the procedure adopted is as follows:

Any member of staff who sees, or is made aware of, any accident to a child, member of staff, volunteer or visitor must check whether it has been recorded in the accident book.

If an accident has already been recorded then they must add any relevant notes of their own to the record.

The school has guidelines for Washing hands and Good hygiene, which are displayed in at every wash basin. The school has guidelines on cleaning up body fluid spills.

3.4 Asthma

Parents of asthmatic children are asked to complete a school asthma declaration and to ensure that their child is equipped with a labeled inhaler. We also request that school is provided with spare inhaler. Inhalers are stored in the classrooms and the child has access to them at all times. Inhalers must be taken to each PE lesson by the child requiring this medication.

3.5 School Visits and Journeys away from school

Before undertaking any off-site activities, the Head teacher 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 confirm to the Authority's guidance. All visits and journeys away from school will be risk assessed by the schools Educational Visits coordinator. The trip co-ordinator will ensure that he/she takes with them an updated list of emergency contacts for parents/ carers.

4. Medicine Policy

Medication cannot be brought in to school and taken without notifying the school. There is no legal duty that requires school staff to administer medication. **In normal circumstances the school will not administer medication to any pupil.** If the school permits, under exceptional circumstances, a child to bring medicine to school, the consent form must be signed by the parent assuring it has been prescribed by the child's G.P. The medication will be handed in to the school office and stored there at all times. The child's parents will be responsible for administering the medication themselves.

Paracetamol must not be administered to any child.

5. Monitoring and review

The School has a Manager with responsibility for health and safety matters. It is this manager's responsibility to keep the head teacher informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.

This policy will be reviewed annually to assess its effectiveness and update it as necessary.
This policy was reviewed by members of the SLT and trustees of the school.

Next review date: January 2026