Wolverdene Special School
First Aid Policy 2026

Approved for School: Headteacher: Nathalie Akhmatova Date: 24th June 2026	Signature: 
Approved by Governing Body: Chair: Jo Lloyd Date: 24th June 2026	Signature: 
This policy will be reviewed annually The next review date is July 2027	

Background

The Health and Safety (First-Aid) Regulations 1981 (revised 2013) set out what employers have to do vis-a-vis first-aid and requires them to provide adequate equipment, facilities and qualified first aid personnel. The Regulations do not oblige employers to provide first-aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. In the light of its legal responsibilities for those in its care, the School and the Lodge will consider carefully the likely risks to staff, pupils and visitors, and make allowance for them when drawing up or revising this policy and deciding on the numbers of first-aid personnel.

The Local Education Authority is the 'employer' at Wolverdene and they have delegated the responsibility for first-aid arrangements at the School and the Lodge to the Head teacher who acts as their 'Responsible Manager'.

Assessment of Need

In order to comply with current Health and Safety at Work Regulations, employers must make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

The First Aid Needs Assessment template and guidance in Appendix 2 of Hampshire County Council's First Aid guidance for schools can be used to help assess and record the first aid needs and requirements for your school. The First Aid Needs Assessment should be reviewed at least annually, or more frequently if there are any changes, to ensure that the provision is adequate. Changes may include the number of pupils and staff, the capability of pupils, or staffing ratios.

Governing Body

The Governing Body has general responsibility for all the School and Lodge policies, even though it is not the employer, and has developed this First Aid Policy following the health and safety policies and procedures produced by the Local Education Authority as the employer.

The Headteacher

The Headteacher is responsible for putting this First Aid Policy into practice, for developing detailed procedures and for making sure that parents are aware of the arrangements for first-aid in the School and the Lodge.

Teachers and other School and Lodge Staff

Teachers and other staff have a statutory obligation to follow and co-operate with the requirements of this policy and those in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the school in the same way as parents might be expected to act towards their children. Remember that in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Appointed Persons

The Appointed Persons will take charge when someone is injured or becomes ill, look after the first-aid equipment and ensure that an ambulance or other professional medical help is summoned when appropriate.

Appointed Persons do not necessarily have to be trained first-aiders and should not give first-aid treatment for which they have not been trained. However, if they are not trained first-aiders, they will be required to attend emergency first aid training/refresher training courses to help them cope with an emergency and to improve their competence and confidence.

First Aider's Main Duties

First-aiders must complete a training course approved by the Health and Safety Executive (HSE) and their main duties are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the School or the Lodge or during external visits and, when necessary, ensure that an ambulance or other professional medical help is called.

An ambulance will always be called:

- in the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture or where this is suspected;
- whenever the first-aider is unsure of the severity of the injuries;
- whenever the first-aider is unsure of the correct treatment.

Providing Information

The Headteacher will inform all staff of the first-aid arrangements through first-aid notices displayed in the School staff-room and in the Lodge office. These will include the location of equipment, facilities, the names of the Appointed Persons and the First-Aiders and their first-aid qualifications and the procedures in place for monitoring and reviewing the School's and the Lodge's first-aid needs.

First-aid information will be included in induction programmes for new staff and pupils.

Insurance

In the event of a claim for negligence against a member of the School or Lodge staff following the provision of first-aid services, action is likely to be taken against the employer rather than the employee. However, on Hantsnet there is a First Aid at Work Policy Statement that confirms that a member of staff, provided their training is up-to-date, will anyway be covered by the School's indemnity insurance whilst providing first-aid services on the School and Lodge premises to pupils, other members of staff and members of the general public. It also confirms that first-aid services provided to other members of staff and pupils whilst travelling on School or Lodge business is also covered. It should be noted, however, that first-aid services provided to members of the public outside the School are **not** covered by the School's indemnity insurance.

Accident Statistics

Accident statistics will be maintained by the Accident Investigator for the School and the Lodge. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. The statistics will be reviewed by the Senior Leadership Team three times a year, and reported to governors, to see if the first-aid provision for the School or the Lodge should be amended.

Selection of First Aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first-aiders, the Headteacher will consider the individual's reliability and communication skills, aptitude and ability to absorb new knowledge and learn new skills, ability to cope with stressful and physically demanding emergency procedures and their normal duties. A first-aider must be able to leave to go immediately to an emergency.

Qualifications and Training

A first-aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Training courses will be co-ordinated and arranged by the School Office and will be tailored to the School's and Lodge's needs.

The First Aid Needs Assessment will identify the training required for each first-aider,

paediatric first-aider and Appointed Person.

First-aid at work certificates are only valid for three years and refresher training and re-testing of competence should be carried out before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first-aider. Refresher courses can be taken up to three months prior to the expiry date of a certificate and the new certificate takes effect from the date of expiry of the old certificate.

First Aid Containers

First aid containers must be green with a white cross on the lid. They are to be sited in plain view (or if located in a cupboard, the door to that cupboard must have a green sign with a white cross indicating that the first-aid container is inside), where possible out of the casual reach of pupils but near to hand washing facilities. Current locations are listed as an appendix to this policy.

Contents of First Aid Containers (including travelling First Aid Kits)

Contents of First-aid containers (other than the ones in the minibuses) must comply and reflect the outcome of the First Aid needs assessment (and meet at least the minimum suggested guidance issued by HSE). Where work activities involve low hazards, a suggested minimum stock is:

- a leaflet giving general advice on first aid;
- individually wrapped sterile plasters (assorted sizes);
- sterile eye pads;
- individually wrapped triangular bandages (preferably sterile);
- safety pins;
- medium sized (approx. 12cm x 12cm) individually wrapped unmedicated wound dressings;
- large (approx. 18cm x 18cm) sterile individually wrapped unmedicated would dressings;
- disposable gloves.

The Appointed Persons are responsible for checking the first aid containers in the School (to include the minibus kits and travelling kits) or Lodge, as appropriate, each half term or after a first-aider has advised that items have been used, ensuring that they meet content requirements as deemed by the First Aid Needs Assessment.

Adequate levels of extra stocks are to be kept in identified areas and are to be monitored by the Appointed Person for the School or Lodge, as appropriate. Items that are required for sterile use should be discarded safely after the expiry date has passed and replacement items should be ordered as needed through the School Office. The appointed person will maintain discretion and current advice from training bodies on the disposal of non-sterile equipment.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities or environments that present a higher risk. Additional first aid re-

quirements will be highlighted in individual risk assessments. Travelling first-aid containers are held by the School Office and the Lodge Office and must be booked in and out by the member of staff who is travelling.

Public Service Vehicles

Transport regulations require that all minibuses and public service vehicles have on board a first-aid container complying with the HSE's requirements, currently:

- ten antiseptic wipes, foil packaged;
- one conforming disposable bandage (not less than 7.5cm wide);
- two triangular bandages;
- one packet of 24 assorted adhesive dressings;
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm);
- two sterile eye pads, with attachments;
- twelve assorted safety pins;
- one pair of rustless blunt-ended scissors.

These regulations apply to the School minibuses and any other minibus that is hired-in.

External Visits

Pupils undertaking external visits will, where possible be accompanied by a first-aider. A first-aid kit will be taken on all external visits.

First Aid Accommodation

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. This area, which should ideally contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves, disposable aprons, body spillage kits, correct bins for waste to be incinerated and hand washing facilities, and should take care when dealing with blood or other body fluids and disposal of dressings or equipment.

School's Central Record

First-aiders and Appointed Persons must record as soon as is reasonably possible any first-aid treatment they give on Arbor This should include:

- the date, time and place of the incident;

- the name and class of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards;
- name and signature of the first-aider or person dealing with the incident.

Notification of Parents

In the event of an accident involving a pupil, the Headteacher or another member of the Senior Leadership Team will notify the parents by telephone followed by a letter if:

- it resulted in anything more than a minor injury;
- first-aid treatment was required;
- attendance at a hospital was required;
- it involved a head bang or injury.

The procedure to be followed is to try all known telephone numbers and to leave a message if there is no response. This process will be repeated every hour until contact is made.

In the interim, a first-aider will stay with the child until a parent arrives.

If the child requires hospital treatment and the parents cannot be contacted, a first-aider, an Appointed Person or another member of staff will accompany the child to hospital and stay with them until the parents arrive.

EQUALITIES, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

Wolverdene, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group including gender, sexual orientation, family circumstance, ethnic or national origin, disability (physical or mental) religious or political beliefs.
As part of our commitment to meet the Public Sector Equality Duty (PSED), Wolverdene school aims to:

- Provide opportunity to all
- Foster good relations, and create effective partnership with all sections of the community
- Only take actions which do not discriminate unlawfully in service delivery, commissioning and employment
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued
- Demonstrate zero tolerance to any form of bullying, harassment or abuse.

Appendix 1

List of Post-holders as of the date of approval of this policy.
List of locations for first aid boxes, body spillage disposable and first aid rooms

• Appointed Person, School	Andy Deans
• Appointed Person, Lodge	Erika Pickett
• Accident Investigator	Sarah Eaton
• First-Aiders, School	Andy Deans Sarah Eaton Hannah Eaton Ayesha Edwards
• First-Aiders, Lodge	Erika Pickett Nicky Skeates
• Paediatric First-Aider, School	Rachael Painter Hayley Cope **All school staff**

Location of first aid boxes:

School
- Kahlo, Keller, Darwin, Nightingale, Seacole, Attenborough, Peake
- School Office
- Minibuses and school car (1 kit each meeting current public service vehicle requirements kept on board)
- School Office (Travel First-Aid Kits - 3)

Lodge
- Lodge Entrance (Travel First Aid Kit)
- Laundry (first aid room)
- Kitchen
- Lodge, Sleep-In Room 1

Disposal of body spillage kits:

School - School Office
Lodge - Laundry