

# Sheringham Woodfields School

Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND



ANNETTE MACONOCHIE  
Head Teacher

Telephone: 01263 820 520  
Fax: 01263 820 521

STEVE THURLOW  
Chair of Governors

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)

Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## First Aid Policy (including the recording of incidents)

Approved by SMT: 30<sup>th</sup> April 2026

Approved by Governors: 11<sup>th</sup> May 2026

Next Review date: Summer 2028

Person(s) responsible for review: SLT

### Statement of intent

Sheringham Woodfields School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 (starting with an additional 9 to get an outside line) in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## **1. Legal framework**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2014) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Automated external defibrillators (AEDs)' guidance for schools
- DfE (2024) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Medication Policy / Supporting Pupils with Medical Conditions Policy
- Behaviour Management Policy
- Safeguarding Policy
- Lone Working Policy
- Educational Visits Policy

## **2. Roles and responsibilities**

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

**The Head Teacher is responsible for:**

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.

- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils, where suitable, aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Ensuring someone is in-charge when someone is injured or becomes ill.
- Ensuring systems are in place for looking after the first-aid equipment, e.g. restocking the first aid containers.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appropriate training to ensure they have knowledge of:

### **3. First aid provision**

The school will re-evaluate its first aid arrangements through a risk assessment, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individual's onsite, and the nature and distribution of pupils and staff throughout the school.

To bring together all key aspects of this policy, the following key information is provided regarding our first aid provision:

- Appointed person is the Head Teacher and/or Business Manager (depending on whether it is term time or holiday)
- Every occupied room has access to a fully stocked First Aid Kit, checked at least annually by a member of the administration team
- Trained persons lists are present in all rooms where a phone is present to quickly highlight the different trained members of staff in connection with First Aid

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads

- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use - these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- The school office
- In every classroom
- Hydro pool
- All shared rooms
- Plant room
- Minibuses + School Car
- The Shop + The Hub

#### **4. First aiders and appointed persons**

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Office.

First aid kits are maintained and restocked by the main school office. The school carries significant levels of restock items.

Trained persons list will be clearly displayed throughout the school with information on the names of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, and taking into account staff to child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid certificate on the premises and a member of staff with a first aid certificate will accompany pupils on any school visits available at all times when pupils are present.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role. Sadly, the School is not in a position to be able to compensate those staff that choose to take on this qualification.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering 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.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

### **5. Automated external defibrillators (AEDs)**

The school has 4 AED's which are located in the staff room, the main school office, annex office and Woodfields Den. They are checked regularly re expiry dates, batteries and additional equipment.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device and given verbally by the unit. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

### **6. Anaphylaxis**

We have an Anaphylaxis kit located in the main building staff room. This contains 2 adult Pens and 2 child Pens. All staff have access to online training to support in the use of said Pens.

### **7. Accommodation**

Given the needs of the pupils, having a one-size fits all solution in terms of a first aid room would not be appropriate. Instead if accommodation is needed a room such as Starfish, Nurture or the Group Work Room will be used.

### **8. Emergency procedures**

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator - this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parents/carers as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives to enable a handover.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members - one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parents/carers are to be called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives to enable a handover
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene. If in doubt, do not move the injured person.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- Once the above action has been taken, details of the incident will be reported promptly to:
  - A member of SLT.
  - The parents of the victim(s).

## **9. Reporting accidents and record keeping**

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. The School would also expect that a phone call to parents/carers is also made re a Head Injury.

A list of emergency contacts for pupils are available via class folders, the emergency red folders or from the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given - this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name of the first aider or person dealing with the incident.
- The Business Manager will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner - typically within days of the event once the results of the injury are confirmed.

All records will be filed and stored in line with the Records Management Policy.

All incidents and accidents of this nature must up entered into the Schools Accident forms:

Pupils - <http://w.pfrms.co/ha3q8>

Staff (and pupils where they have been to Hospital) -

<https://norfolkworkingsafely.oshens.com/Login/Default.aspx>

## 10. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. A basic first aider is highlighted on the application visit form.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

## 11. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Pupils will have any medication stored and, where appropriate administered, in accordance with their supporting care plan(s) and the school's Medication Policy. The Schools Medication Policy includes all necessary information, procedures and forms.

Medicines should never be stored within First Aid boxes/kits.

## 12. Illnesses and allergies

When a pupil becomes ill during the school day, a parent/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the pupils supporting Care Plan and/or any other information we have on file.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

### **13. Consent**

Parents will be asked to complete and sign a medical consent forms (MED1 Form) for any medicine (emergency or otherwise) that the School is asked to administer.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

### **14. Bites**

Page 9 of this policy provides further information to support anyone who has been bitten at School.

### **15. Splinters**

Following recent changes in guidance, trained first aiders are allowed to remove splinters as long as they:

- Feel confident to do so
- Can see part of the splinter is exposed
- Use tweezers from the medical cupboard
- Have undertaken first aid training

### **16. Monitoring and review**

This policy will be reviewed every 2 years following the Schools policy review process.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel (i.e. inhalers).

# Injuries from Bites



Information to support anyone (staff, pupils, volunteers, visitors) who have been bitten.

**Haematoma** - a bad bruise  
**Crush** - occurs when force or pressure is put on a body part.



**Abrasion** - the surface layers of the skin (epidermis) has been broken. This is a scrape that happens when skin is rubbed away.



**Laceration** - a deep cut or tear in skin or flesh  
**Puncture** - as a laceration but caused by a sharp tooth



Clean area with sterile wipes.  
Rest, ice-pack, compression and elevation (RICE method).

Clean area with sterile wipes and apply clean dressing if required.

Clean area with sterile wipes and apply clean dressing if required.

- Check to see the skin is broken by gently squeezing around the wound. This releases any infection and is a good test to see if the skin is punctured or broken. Fluid will be released if the skin is broken (yellow if infected or blood). Then dab with a sterile wipe to check if any fluid has come out which cannot be seen by the naked eye.
- For staff: If the skin is broken, contact your GP as they may wish to check your tetanus immunisation status
- Antibiotics **WILL NOT** be prescribed if the bite has not broken the skin.
- Antibiotics **SHOULD BE** prescribed if the bite has broken the skin AND drawn blood.
- Antibiotics **MAY BE** prescribed if a bite has broken the skin but not drawn blood if it:
  - Involves a high-risk area such as the hands, feet, face, genitals, skin overlying cartilaginous structures, or an area of poor circulation.
  - OR
  - The person is at risk of a wound infection because of conditions such as diabetes, immunosuppression, asplenia.
- If the person who has been bitten has not been referred to hospital advise the person to check for signs of infection during the next 24 and 48 hours. Any signs must be seen by a medical professional.
- Ensure an **OSHENS** form is completed to record bites to staff <https://norfolkworkingsafely.oshens.com/>
- Please note that if a pupil is bitten, a pupil accident form should be completed rather than an OSHENS form

