



First Aid Procedure

To be reviewed: April 2026

Illness and First Aid Procedure

At Westwood Park, 7 staff are trained In First Aid Procedures and hold a certificate to that effect which is logged and displayed in the main office. At least one of these staff must be trained in pediatric first aid to ensure that the school meets requirements. At Westwood Park this is 4 staff.

Procedure:

When pupils are unwell or suffer an injury in our care the procedures below will be followed:

Injured or ill pupils

When a pupil is unwell or has suffered an injury, the supervising member of staff will assess the severity of the accident or illness and make a decision to refer the child to the school office if appropriate.

A first aider will examine the pupil, administer first aid if necessary, log the event in the First Aid book and write a slip to be taken home. In more serious incidents, the Head teacher will be informed, parents phoned and asked to come to school. Together they will make the decision about whether the child should go home, go to the GP or go to hospital.

No pupils is ever sent home alone under any circumstances. To assist a parent (with childcare/disability difficulties) and after consultation two members of staff may escort the pupil home.

In an emergency, where parents could not be contacted, two staff will escort the pupil to hospital. No child would ever be sent to hospital unaccompanied. Administrative staff would continue to try to contact the parents or nominated emergency contact. A member of staff will remain at the hospital until parents arrive.

Should a pupil be only slightly unwell or have suffered a minor injury and the first aider feels that they are able to remain at school then basic first aid is given, the pupils allowed a period of rest If appropriate and then continues with their normal school activities. A classroom adult will be advised that first aid has been given.

The child will be given the slip to take home.

Any head injury will be taken seriously and if there is any doubt as to the pupil's condition, parents will be contacted.

If a pupil is unable to walk, first aid will be brought to them until the situation can be assessed.

The defibrillator is stored in the Garden Room and is checked regularly.

A member of staff will make every effort to give the parents the accident slip on the day.

Infection Control

There will undoubtedly be occasions when children contract illness that are considered to be infectious. The school follows the guidelines from The Health Protection Agency which outlines the types of infectious diseases and provides guidance on how to control spread. It may sometimes be necessary under these guidelines to exclude a pupil from school due to illness.

IF the school believes that a child is suffering from a notifiable disease, the school has a statutory duty to notify Ofsted as soon as possible, to act on any advice given by The Health Protection Agency and then inform Ofsted of actions taken. See appendix for a list of notifiable diseases.

Staff and Visitors

If a member of staff or a visitor is unwell or has an accident whilst on the premises they must be seen by a first aider. If it is agreed by the patient and the first aider that they are well enough to stay in school, probably

after a short rest and recovery in the staff room, they may do so. If, however, either party feel that further medical attention is required urgently they should be transported to hospital by ambulance. A relative or friend should be contacted and requested to accompany the patient or meet them at the hospital. If either party feels that the patient should be taken home and/or seen by their GP then if they are unable or it is unwise to drive themselves, a relative or friend should be contacted and requested to collect them.

If in either case above, a relative or friend cannot be contacted and if it is possible for an appropriate member for staff to do so, they may with the Head teacher's approval, accompany the patient to hospital or home.

Staff/visitor accidents will be recorded in the First Aid book and an accident report form completed.

Governors and the LA Health and Safety Officer will monitor accidents and the First Aid book.

In line with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if a member of staff, pupil or member of the public is killed or taken to hospital as the result of an accident the school will report this to the LA and the HSE (Health and Safety Executive). Injuries involving students requiring hospital treatment will be reported by the Head teacher within 10 days.

School will contact the LA Health and Safety Team and/or the Legal Team to seek further advice.

This policy will be reviewed bi-annually.

Appendix

List of notifiable diseases

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- COVID-19
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria

- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Report other diseases that may present significant risk to human health under the category 'other significant disease'.