

Policy Title: First Aid Policy	Effective Date:	September 2026
Staff Member Responsible: Health & Wellbeing Lead Nurse and Line Manager	Review Date:	September 2027

1. Purpose, Scope and Legal Framework

1.1 Purpose

Westonbirt Senior School is committed to providing a safe, supportive and healthy environment for all pupils, staff and visitors.

Effective first aid provision forms an essential part of the school's safeguarding, health and wellbeing arrangements, ensuring that appropriate care and support are available when accidents, injuries, illness or medical emergencies occur.

This policy sets out the arrangements in place to ensure that first aid provision within Westonbirt Senior School is safe, effective and responsive to the needs of the school community.

The aims of this policy are to:

- Ensure appropriate first aid arrangements are maintained across the school.
- Ensure sufficient numbers of appropriately trained staff are available.
- Provide clear guidance regarding first aid responsibilities.
- Ensure emergency equipment and resources are accessible and maintained.
- Support staff to respond confidently and appropriately to medical incidents.
- Ensure first aid incidents are recorded, reviewed and used to improve practice.

For Westonbirt Prep School please see separate prep school specific policy.

1.2 Scope

This policy applies to all areas of Westonbirt Senior School, including:

- Day pupils.
- Boarding pupils.
- Boarding houses.
- Teaching and support staff.
- Sports and co-curricular activities.
- Educational visits and residential trips.

- Visitors and contractors where relevant.

Due to the residential nature of Westonbirt Senior School, the School recognises its additional responsibility for pupils outside normal teaching hours. Appropriate arrangements are therefore in place to support boarding pupils during evenings, weekends and residential activities.

1.3 Legal and Professional Framework

Westonbirt Senior School's first aid arrangements are developed with reference to:

- Health and Safety at Work etc. Act 1974.
- Health and Safety Executive (HSE) guidance: First Aid at Work – The Health and Safety (First Aid) Regulations 1981.
- Department for Education (DfE) guidance: First Aid in Schools, Early Years and Further Education.
- Department for Education (DfE): Supporting Pupils at School with Medical Conditions.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Nursing & Midwifery Council (NMC) Code.
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Resuscitation Council UK guidance.

1.4 Statement of Commitment

Westonbirt Senior School recognises that effective first aid is a shared responsibility.

While the Health & Wellbeing Centre provides professional medical oversight and clinical support, all members of staff have a role in promoting pupil safety, identifying concerns and accessing appropriate support when required.

The school aims to ensure that:

- First aid arrangements are proportionate to identified risks.
- Staff understand how to access support.
- Pupils receive timely and appropriate care.
- Incidents are reviewed and learning contributes to continuous improvement.

The Lead Health & Wellbeing Nurse provides professional oversight of first aid arrangements and works collaboratively with the Senior Leadership Team, staff, pupils, parents/guardians and external healthcare professionals to maintain safe and effective provision.

2. Roles and Responsibilities

Effective first aid provision at Westonbirt Senior School is a shared responsibility. The Health & Wellbeing Centre provides clinical leadership and oversight, while all members of the school community have a role in promoting pupil safety and accessing appropriate support when required.

2.1 Head and Senior Leadership Team

The Head and Senior Leadership Team have overall responsibility for ensuring that suitable first aid arrangements are in place across Westonbirt Senior School.

Responsibilities include:

- Ensuring compliance with relevant legislation and guidance.
- Supporting the implementation and review of this policy.
- Ensuring appropriate resources and staffing are available.
- Supporting appropriate first aid training provision.
- Reviewing significant incidents and ensuring learning is shared where required.

The Senior Leadership Team works collaboratively with the Lead Health & Wellbeing Nurse to ensure first aid arrangements remain appropriate for the needs of the school community.

2.2 Lead Health & Wellbeing Nurse

The Lead Health & Wellbeing Nurse has professional oversight and operational responsibility for first aid provision within Westonbirt Senior School.

Responsibilities include:

- Maintaining and reviewing the First Aid Policy and associated procedures.
- Completing the school first aid needs assessment.
- Advising the Senior Leadership Team on first aid requirements.
- Overseeing first aid training needs and compliance.
- Ensuring appropriate first aid equipment and emergency resources are available.
- Monitoring first aid incidents, trends and areas for improvement.

- Supporting staff confidence through advice, guidance and training.
- Ensuring first aid arrangements for educational visits and residential trips are appropriate.

The Lead Health & Wellbeing Nurse provides assurance that first aid systems are safe, effective and continuously reviewed.

2.3 Health & Wellbeing Centre Nursing Team

The Health & Wellbeing Centre nursing team provides clinical support and first aid expertise for pupils across Westonbirt Senior School.

Responsibilities include:

- Assessing and treating pupils presenting with illness or injury.
- Providing first aid support during medical incidents.
- Maintaining accurate and confidential medical records.
- Advising staff regarding pupil health needs and first aid management.
- Supporting emergency response and escalation when required.
- Supporting medication and medical planning for trips and activities.
- Maintaining professional competence in accordance with the Nursing & Midwifery Council (NMC) Code.

2.4 First Aid Trained Staff

First aid trained staff provide immediate support within the limits of their training and competence.

Responsibilities include:

- Providing appropriate first aid when required.
- Ensuring emergency assistance is requested when necessary.
- Remaining with an injured or unwell person until further support arrives.
- Recording and reporting incidents appropriately.
- Informing the Health & Wellbeing Centre of significant injuries or concerns.

First aid trained staff are not expected to undertake clinical assessment beyond their level of training but play a vital role in ensuring an effective immediate response.

2.5 All Staff

All members of staff have a responsibility to contribute to pupil safety.

Staff should:

- Be aware of how to access first aid support.
- Report accidents, injuries and medical concerns promptly.
- Follow guidance relating to pupils with known medical conditions.
- Share relevant information appropriately to support pupil safety.
- Seek advice from the Health & Wellbeing Centre when unsure.

Staff should not administer medication or provide treatment outside their level of training unless authorised under the Managing Medicines in School Policy.

2.6 Boarding Staff

Due to the residential nature of Westonbirt Senior School, boarding staff play an important role in supporting pupil health and wellbeing outside normal school hours.

Responsibilities include:

- Supporting pupils to access appropriate first aid and medical care.
- Maintaining awareness of pupils' medical needs.
- Ensuring boarding house first aid resources remain accessible.
- Following agreed medication and escalation procedures.
- Communicating relevant concerns to the Health & Wellbeing Centre.

2.7 Educational Visit and Trip Leaders

Staff leading educational visits and residential trips are responsible for ensuring appropriate first aid and medical arrangements are planned before departure.

Responsibilities include:

- Informing the Health & Wellbeing Centre within the required timescale.
- Providing relevant information regarding pupils, activities and medical needs.
- Ensuring appropriate first aid resources and medication arrangements are in place.
- Recording and reporting medical incidents occurring off site.

Further guidance is provided in Appendix B – Educational Visits: First Aid and Medication Planning.

2.8 Pupils and Parents/Guardians

Pupils are encouraged to take increasing responsibility for their own health and wellbeing in line with their age and understanding.

Pupils should:

- Inform staff when they require medical support.
- Provide accurate information regarding illness or injury.
- Follow advice provided by healthcare staff.

Parents/guardians are responsible for:

- Providing accurate and up-to-date medical information.
- Informing the school of relevant health conditions.
- Providing required medication and supporting documentation.
- Working collaboratively with the Health & Wellbeing Centre to support their child's health needs.

3. First Aid Needs Assessment and Trained Staff Provision

3.1 First Aid Needs Assessment

Westonbirt Senior School completes a first aid needs assessment to ensure that first aid provision is appropriate, sufficient and proportionate to the needs of the school community.

The assessment considers:

- The number of pupils, staff and visitors on site.
- The age range and individual medical needs of pupils.
- The boarding nature of the school and the requirement for out-of-hours support.
- The size, layout and location of the school site.
- Activities undertaken, including sport, science, design technology, outdoor activities and co-curricular provision.
- Higher-risk areas and environments.
- Educational visits, residential trips and overseas travel.
- Emergency service response considerations.
- Pupils requiring additional medical support.

The first aid needs assessment is reviewed regularly and following significant changes to the school environment, pupil population, activities or learning from incidents.

3.2 First Aid Staffing Provision

Based on the first aid needs assessment, Westonbirt Senior School ensures that an appropriate number of trained first aiders are available across the school site.

In addition to the Registered Nurses within the Health & Wellbeing Centre, provision includes:

- A minimum of eight members of staff trained in First Aid at Work (FAW).
- Additional Emergency First Aid at Work (EFAW) trained staff in areas where increased risk has been identified.
- Appropriate first aid cover within boarding houses.
- Access to trained staff during school activities, events, educational visits and residential trips.

The availability and distribution of trained staff are reviewed to ensure appropriate cover is maintained throughout the school day, evenings, weekends and periods of increased activity.

3.3 Higher-Risk Areas

Additional consideration is given to areas where activities may increase the likelihood of injury or illness.

These include:

- Physical Education and sports facilities – All staff must have first aid at work training as they take pupils off site to fixtures. Extra pitch first aid provision for school fixtures.
- Science laboratories- Due to the nature of the area there must be at least 1 member of staff with a first aid at work qualification.
- Design and Technology areas- - Due to the nature of the area there must be at least 1 member of staff with a first aid at work qualification.
- Catering facilities-Specific allergy awareness training
- Estates and maintenance areas.- Due to the nature of the area there must be at least 1 member of staff with a first aid at work qualification.
- Boarding houses- All boarding houseparents must have a first aid at work qualification.

- Outdoor education and co-curricular activities-Due to the nature of the area there must be at least 1 member of staff with a first aid at work qualification.

Heads of Department and activity leads are responsible for ensuring staff are aware of relevant first aid arrangements and for informing the Health & Wellbeing Centre of any changes affecting first aid requirements. These areas have extra first

3.4 First Aid Training Requirements

Westonbirt Senior School ensures that staff receive appropriate first aid training relevant to their role and responsibilities.

The school's main first aid qualifications include:

First Aid at Work (FAW)

The primary qualification used within the school is the three-day First Aid at Work qualification.

Training includes:

- Initial assessment of casualties.
- CPR and AED use.
- Management of unconscious casualties.
- Severe bleeding.
- Shock.
- Burns.
- Fractures and soft tissue injuries.
- Medical emergencies.

Emergency First Aid at Work (EFAW)

Emergency First Aid at Work training is provided where appropriate and supports staff to provide immediate care until further assistance arrives.

Additional Training

Where required, staff may receive additional training including:

- Anaphylaxis and adrenaline auto-injector awareness.
- Asthma awareness.
- Diabetes awareness.
- Epilepsy awareness.
- Mental health first aid.

- Medication management.
- Specific training linked to individual pupil healthcare needs.

First aid qualifications are monitored by Westonbirt Human Resources (HR) team to ensure certificates remain current and staff maintain appropriate competence.

3.5 First Aid Training Records and Compliance

The school maintains a central record of first aid-trained staff, including qualification dates and expiry information.

The HR Department maintains the central training record with support from the Health & Wellbeing Centre

The Health & Wellbeing Centre monitors first aid training requirements and identifies any gaps in provision, ensuring:

- Appropriate numbers of trained staff are maintained.
- Higher-risk areas have suitable cover.
- Boarding and trip requirements can be supported safely.
- Refresher training is arranged when required.
- Staff requiring pupil specific training- for example tutor of diabetic pupils

4. Health & Wellbeing Centre Provision

4.1 Role of the Health & Wellbeing Centre

The Health & Wellbeing Centre (HWC) is the central point of medical support and first aid provision for Westonbirt Senior School.

The HWC is staffed by Registered Nurses who provide professional assessment, advice, treatment and support for pupils presenting with illness, injury or medical concerns.

The HWC provides clinical leadership and oversight of first aid arrangements across the school, working collaboratively with:

- Pupils.
- Parents and guardians.
- Boarding staff.
- Teaching and support staff.
- Senior Leadership Team.
- External healthcare professionals.

The HWC aims to ensure that pupils receive timely, appropriate and safe care while promoting independence and wellbeing appropriate to their age and circumstances.

4.2 HWC Staffing and Availability

During term time, the Health & Wellbeing Centre is staffed by Registered Nurses during core hours:

08:00 – 17:30

The HWC provides support for both day and boarding pupils, including:

- Assessment and treatment of minor injuries and illnesses.
- Support for pupils with medical conditions.
- Emergency response and escalation.
- Advice and guidance for staff.
- Support with healthcare planning.

Outside normal HWC opening hours, boarding pupils are supported through established boarding welfare procedures, including access to trained staff, emergency procedures and escalation pathways.

4.3 Prioritisation of Pupil Care

The primary role of the Health & Wellbeing Centre is to provide healthcare, first aid and medical support for pupils of Westonbirt Senior School.

The school recognises its responsibility towards the wider school community, including staff and visitors. However, the clinical capacity and resources of the HWC are prioritised to ensure pupil safety and wellbeing remain the primary focus.

Where a staff member or visitor requires urgent first aid or emergency assistance, appropriate support will be provided within the limits of available resources and staff competence. This may include:

- Immediate first aid.
- Emergency assessment.
- Advice and guidance.
- Assistance while further medical support is arranged.

Staff and visitors remain responsible for accessing their own healthcare arrangements for ongoing or non-urgent medical needs.

All staff accidents and work-related injuries must be managed through the School's Health and Safety procedures.

4.4 Clinical Assessment and Escalation

HWC nurses use professional judgement, clinical experience and current guidance when assessing pupils.

Assessment considers:

- The nature and severity of the illness or injury.
- Presenting symptoms.
- Relevant medical history.
- Risk of deterioration.
- The need for further medical assessment or treatment.

Where required, the HWC will facilitate escalation to appropriate services, including:

- School Medical Officer/GP.
- Minor Injury Unit.
- Emergency Department.
- Emergency services.

Emergency services will be contacted immediately where there is concern for life or serious injury. Staff should not delay contacting emergency services while awaiting support from the HWC.

Examples include:

- Anaphylaxis or severe allergic reaction.
- Significant breathing difficulties.
- Suspected cardiac arrest.
- Reduced consciousness.
- Major trauma.
- Serious head injury.
- Uncontrolled bleeding.

4.5 Supporting Pupils with Medical Conditions

The HWC works with pupils, parents/guardians and healthcare professionals to support pupils with ongoing medical conditions.

Where appropriate, the HWC coordinates Individual Healthcare Plans and provides guidance, training and support for staff.

Examples of conditions requiring additional support may include:

- Asthma.
- Diabetes.
- Epilepsy.
- Allergy and anaphylaxis.
- Cardiac conditions.
- Other complex healthcare needs.

Detailed arrangements are provided within individual medical condition policies.

4.6 Communication and Confidentiality

The HWC communicates with parents/guardians and relevant staff to support safe and effective pupil care.

Communication decisions consider:

- The severity of the injury or illness.
- Treatment provided.
- The need for monitoring or follow-up.
- The pupil's age and understanding.
- Whether the pupil is a day pupil or boarder.

Medical information is managed confidentially and shared only on a need-to-know basis in accordance with:

- UK GDPR.
- Data Protection Act 2018.
- Nursing & Midwifery Council (NMC) Code.
- School confidentiality procedures.

All clinical records are maintained securely and in accordance with professional nursing standards.

4.7 Working with External Healthcare Professionals

The HWC works collaboratively with external healthcare providers to support pupil health and wellbeing.

This may include:

- School Medical Officer/GP.
- NHS services.
- Specialist nurses.
- Mental health services.
- Allied healthcare professionals.
- Emergency services.

The HWC acts as a central point of communication between the school, families and healthcare professionals where appropriate.

5. First Aid Equipment and Emergency Resources

5.1 Provision and Management of First Aid Equipment

Westonbirt Senior School ensures that appropriate first aid equipment and emergency resources are available, accessible and maintained across the school site.

The Health & Wellbeing Centre (HWC) has oversight of first aid equipment provision and works collaboratively with departments, boarding houses and activity leads to ensure resources remain suitable for identified risks.

Provision is informed by:

- The School's First Aid Needs Assessment.
- The activities undertaken within each area.
- The risks associated with specific environments.
- Previous incidents and learning from trends.

All staff are responsible for using first aid equipment appropriately and reporting shortages, damage or concerns to the HWC.

5.2 First Aid Kits

The HWC provides and maintains first aid kits across Westonbirt Senior School, including:

- Boarding houses.
- Teaching departments.

- Sports and activity areas.
- Key operational areas.
- Educational visits and residential trips.

First aid kits are:

- Clearly identifiable.
- Accessible when required.
- Appropriate for the location and associated risks.
- Checked and replenished following use.

Heads of Department, House staff and activity leads are responsible for reporting when equipment has been used or when additional resources may be required.

A record of first aid kit locations is maintained by the HWC.

5.3 Boarding House First Aid Provision

Due to the residential nature of Westonbirt Senior School, boarding houses have access to appropriate first aid resources to support pupils outside normal school hours.

Boarding staff are responsible for:

- Ensuring first aid resources are accessible.
- Reporting use of supplies or replacement requirements.
- Supporting pupils to access appropriate medical care.
- Following School procedures for illness, injury and medication.

The HWC provides oversight and support to ensure boarding house arrangements remain appropriate.

5.4 Educational Visit and Residential Trip Resources

The HWC supports the planning and preparation of first aid and medical resources for educational visits, residential trips and off-site activities.

The level of provision is determined by:

- Destination.
- Duration of visit.
- Activities undertaken.

- Number and age of pupils attending.
- Individual pupil medical needs.
- Availability of emergency healthcare.

Trip resources may include:

- First aid kits.
- Emergency medication.
- Condition-specific resources.
- Medication documentation.

All HWC-provided trip equipment must be:

- Signed out before departure.
- Stored securely during the activity.
- Returned promptly after use.
- Checked and replenished by the HWC.

Detailed arrangements are provided in: Appendix B – Educational Visits: First Aid and Medication Planning

5.5 Automated External Defibrillators (AEDs)

Westonbirt Senior School has automated external defibrillators (AEDs) positioned across the school site to support rapid response during a cardiac emergency.

AED locations include:

- Yeomans Entrance (Main School).
- Leisure Centre.
- Astro Turf Sports Pavilion.
- Westonbirt Golf Course.

AEDs are:

- Clearly identified and accessible.
- Checked monthly by the Health & Wellbeing Centre.
- Recorded on The Circuit, the national defibrillator database.
- Maintained in accordance with manufacturer guidance.

AEDs are designed for use by members of the public and do not require advanced medical training. Staff trained in First Aid at Work receive AED awareness as part of their qualification.

5.6 Infection Control Resources and Personal Protective Equipment

First aid resources include appropriate personal protective equipment (PPE) to minimise the risk of infection transmission.

This includes:

- Disposable gloves.
- Protective aprons where appropriate.
- Resuscitation face shields.

Bodily fluid spill kits are available across the school site, including within:

- The Health & Wellbeing Centre.
- Boarding houses.
- Relevant operational areas.

Staff should follow infection prevention and control procedures when responding to incidents involving blood or bodily fluids.

Further guidance is provided within the Infection Prevention and Control Policy.

6. First Aid Procedures and Emergency Response

6.1 General Principles

Westonbirt Senior School recognises that prompt and appropriate first aid response is essential in supporting pupil safety and wellbeing.

All staff have a responsibility to take appropriate action when a pupil becomes unwell, is injured, or requires medical assistance.

Staff should:

- Ensure the immediate safety of themselves, the casualty and others.
- Assess the situation and identify any immediate risks.
- Provide first aid within the limits of their training and competence.
- Seek assistance from the Health & Wellbeing Centre (HWC) where appropriate.

- Contact emergency services immediately where there is concern for life or serious injury.
- Remain with the pupil until appropriate support arrives.

The priority in all emergencies is to:

1. Preserve life.
2. Prevent deterioration.
3. Obtain appropriate medical assistance.
4. Ensure appropriate follow-up and recording.

Staff should not delay seeking emergency assistance while waiting for support from the HWC if a pupil's condition is potentially life-threatening.

6.2 Emergency Response

Emergency services should be contacted immediately where there is:

- Cardiac arrest or suspected collapse requiring CPR.
- Significant breathing difficulty.
- Severe allergic reaction/anaphylaxis.
- Loss of consciousness or reduced responsiveness.
- Severe bleeding that cannot be controlled.
- Major trauma.
- Suspected spinal injury.
- Serious deterioration in a pupil's condition.
- Any situation where staff believe urgent medical assistance is required.

Once emergency services have been contacted:

- The HWC should be informed as soon as possible.
- A member of staff should remain with the pupil.
- Another member of staff should meet and direct emergency responders to the location.
- Relevant members of the Senior Leadership Team will be informed where appropriate.

Staff should provide emergency care within their level of training until further support arrives.

6.3 Accessing the Health & Wellbeing Centre

The Health & Wellbeing Centre provides clinical assessment, first aid support and advice during normal operating hours.

Staff should contact the HWC when:

- A pupil requires medical assessment.
- An injury requires clinical judgement.
- A pupil has a known medical condition requiring support.
- A pupil has sustained a head injury.
- A pupil requires monitoring or follow-up.
- There is concern regarding a pupil's physical or emotional wellbeing.

Where a pupil is unable to safely attend the HWC, staff should request assistance.

The HWC will provide advice and support to staff managing pupils with illness, injury or medical conditions.

6.4 Management of Specific Medical Emergencies

Westonbirt Senior School has specific procedures and policies for pupils with identified medical conditions.

Where applicable, staff should follow the relevant guidance, including:

- Allergy and Anaphylaxis Policy.
- Asthma Management Policy.
- Diabetes Management Policy.
- Concussion Management Guidance.
- Supporting Pupils with Medical Conditions Policy.
- Mental Health and Wellbeing Procedures.

Staff working with pupils who have significant medical conditions should ensure they are familiar with relevant emergency procedures and individual healthcare plans where applicable.

6.5 Head Injuries and Suspected Concussion

All head injuries should be taken seriously and assessed appropriately.

Where a pupil sustains a head injury:

- The pupil should be assessed by a trained member of staff or the HWC where available.
- Appropriate monitoring and advice should be provided.
- Parents/guardians will be informed where required.
- The pupil should not return to activities where this may place them at increased risk until appropriate assessment has taken place.

Suspected concussion is managed in accordance with the School's Concussion Management Guidance and current recognised concussion protocols.

6.6 Fainting and Collapse

If a pupil faints or collapses, staff should:

- Ensure the area is safe.
- Assist the pupil to the floor if safe to do so.
- Check responsiveness and breathing.
- Seek medical assistance where required.
- Allow appropriate recovery time.
- Ensure the incident is recorded and reviewed.

The HWC should be informed following any significant collapse, recurrent fainting episode, or where further assessment is required.

6.7 After an Incident

Following any first aid incident, consideration should be given to:

- Recording the incident appropriately.
- Updating the pupil's medical record where required.
- Informing parents/guardians where appropriate.
- Informing relevant staff where ongoing support is required.
- Reviewing whether further action or follow-up is needed.

Significant incidents may require further review through the School's health and safety, safeguarding or governance processes.

7. Educational Visits, Trips and Residential Activities

7.1 General Principles

Westonbirt Senior School recognises that educational visits, residential trips and off-site activities require appropriate planning to ensure pupils' health and safety needs are effectively supported.

First aid and medical arrangements for trips will be proportionate to:

- The nature and location of the activity.
- The duration of the visit.
- The number and age of pupils attending.
- The activities and associated risks.
- Access to emergency medical services.
- The individual medical needs of participating pupils.
- The training and experience of accompanying staff.

The Health & Wellbeing Centre (HWC) works collaboratively with trip leaders to ensure appropriate medical planning is in place.

Detailed operational guidance is provided within: Appendix B – Educational Visits: First Aid and Medication Planning Guidance

7.2 Responsibilities of Trip Leaders

The member of staff leading an educational visit is responsible for ensuring appropriate first aid and medical arrangements are considered before departure.

Trip leaders must:

- Complete all required educational visit planning documentation.
- Provide the HWC with sufficient notice of the planned trip.
- Provide information regarding destination, activities, duration and pupil numbers.
- Identify pupils attending with medical conditions or additional healthcare needs.
- Ensure accompanying staff understand their responsibilities.
- Ensure required medication and first aid resources are available.
- Record and report any medical incidents occurring during the trip.

Trip leaders remain responsible for the welfare of pupils during the visit and must follow School emergency procedures where medical concerns arise.

7.3 Notification to the Health & Wellbeing Centre

The HWC must be notified of planned trips in sufficient time to allow appropriate preparation.

For residential and overseas trips, notification should be provided at least two months prior to departure wherever possible.

Early notification allows the HWC to:

- Review pupil medical information.
- Identify pupils requiring additional support.
- Confirm medication requirements.
- Arrange emergency medication and staff guidance where required.
- Prepare appropriate first aid resources.
- Support staff understanding of pupil healthcare needs.

Late notification may affect the school's ability to provide appropriate medical preparation.

7.4 First Aid and Medical Provision for Trips

The level of first aid provision provided for a trip will be determined following consideration of the risks and individual circumstances.

The HWC may provide:

- First aid kits appropriate to the activity.
- Medication bags where required.
- Emergency medication resources.
- Individual pupil healthcare information.
- Guidance for accompanying staff.

Trip equipment must:

- Be signed out prior to departure.
- Remain the responsibility of the designated member of staff.
- Be stored securely throughout the trip.

- Be returned promptly following completion.
- Be checked by the HWC following return.

Further details regarding trip equipment and medication requirements are provided within:

Appendix B – Educational Visits: First Aid and Medication Planning Guidance

7.5 Medication Management During Trips

Medication taken on educational visits must be managed in accordance with the Managing Medicines in School Policy.

Before departure:

- Medication requirements must be reviewed.
- Medication must be correctly labelled and supplied.
- Staff responsible for medication must understand their responsibilities.
- Additional training must be arranged where required.

Additional planning may be required for pupils requiring:

- Adrenaline auto-injectors.
- Insulin or diabetes management.
- Emergency seizure medication.
- Controlled medication.
- Complex healthcare support.

7.6 Emergency Situations During Trips

If a pupil experiences a medical emergency during a trip, staff should:

- Provide immediate first aid within their level of training.
- Contact emergency services where required.
- Follow the pupil's Individual Healthcare Plan where applicable.
- Inform the School according to emergency procedures.
- Record the incident appropriately.

The trip leader should ensure that parents/guardians and relevant members of staff are informed in accordance with School procedures.

8. Recording, Reporting and Communication

8.1 Recording First Aid Incidents

Accurate recording of first aid incidents is essential to ensure appropriate follow-up, maintain professional standards and support monitoring of pupil health and safety.

All pupils receiving first aid or medical support from the Health & Wellbeing Centre (HWC) will have an appropriate record completed on the school's electronic medical record system (iSAMS).

Records should include, where appropriate:

- Date and time of attendance.
- Location and circumstances of the incident.
- Presenting injury or concern.
- Assessment findings.
- Treatment or first aid provided.
- Advice given.
- Follow-up arrangements.
- Communication with parents/guardians or staff.

Records must be accurate, contemporaneous and maintained in accordance with:

- Nursing & Midwifery Council (NMC) Code.
- UK GDPR and Data Protection Act 2018.
- School confidentiality procedures.

8.2 Accident and Incident Reporting

Where an accident, injury or incident occurs, appropriate School reporting procedures must be followed.

An accident report should be completed where required, including:

- Significant injuries.
- Injuries requiring external medical assessment.
- Accidents occurring during activities or organised events.
- Incidents involving staff or visitors.
- Incidents requiring further investigation.

Accident reporting is managed through the School's Health and Safety procedures.

The HWC will ensure relevant medical information is recorded within the pupil's medical record where appropriate.

8.3 Communication with Parents and Guardians

Communication with parents and guardians is an important part of supporting pupil welfare.

The decision to contact parents/guardians will be based on:

- The severity of the injury or illness.
- Treatment provided.
- The need for ongoing monitoring or follow-up.
- The pupil's age and individual circumstances.
- Whether the pupil is a day pupil or boarder.

Communication may be undertaken by:

- The Health & Wellbeing Centre.
- Boarding staff.
- Relevant pastoral staff.

For boarding pupils, communication will consider the additional responsibility of the school in supporting pupils outside normal school hours.

8.4 Communication with Staff

Medical information will be shared with staff on a need-to-know basis to ensure pupil safety and appropriate support.

Information shared may include:

- Emergency care requirements.
- Individual Healthcare Plans.
- Significant injuries or restrictions.
- Follow-up arrangements.
- Support required during activities.

All information sharing must comply with:

- UK GDPR.
- Data Protection Act 2018.

- School confidentiality procedures.
- Professional requirements under the NMC Code.

8.5 Serious Incidents and Escalation

Where an incident involves significant injury, emergency services attendance, hospital treatment or serious concern for pupil welfare, appropriate members of the school leadership team will be informed.

Consideration will be given to:

- Immediate pupil welfare.
- Parent/guardian communication.
- Safeguarding implications.
- Support for affected pupils or staff.
- Requirement for further review.

The HWC will provide clinical information and support as required.

8.6 Safeguarding Considerations

Some injuries, illnesses or presentations may raise safeguarding concerns.

Staff should follow the School's Safeguarding and Child Protection procedures where concerns include:

- Repeated unexplained injuries.
- Concerns regarding neglect or abuse.
- Injuries inconsistent with the explanation provided.
- Concerns relating to self-harm or emotional wellbeing.
- Any disclosure of harm.

First aid and safeguarding responsibilities work together to ensure pupil welfare remains the priority.

8.7 RIDDOR Reporting

Certain incidents may require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Where applicable, the School will ensure appropriate reporting is completed to the Health and Safety Executive (HSE).

Responsibility for RIDDOR reporting sits with the designated School personnel responsible for Health and Safety compliance.

The HWC will support by providing relevant clinical information where required.

8.8 Confidentiality and Record Retention

All first aid and medical records are managed confidentially and stored securely.

Access is restricted to authorised individuals who require information to support pupil care, safety and wellbeing.

Records are retained in accordance with:

- Professional guidance.
- Data protection requirements.
- School record retention procedures.

9. Monitoring, Audit and Review

9.1 Commitment to Quality Assurance

Westonbirt Senior School is committed to ensuring that first aid provision remains safe, effective and responsive to the needs of the school community.

First aid arrangements are monitored through ongoing review, audit and evaluation to ensure:

- Legal and professional requirements continue to be met.
- Staff remain appropriately trained and supported.
- Equipment and resources remain suitable.
- Incidents are reviewed and learning is identified.
- Improvements are implemented where required.

The Lead Health & Wellbeing Nurse provides professional oversight of first aid governance and reports relevant findings to the appropriate members of School leadership.

9.2 First Aid Training Compliance

The school monitors first aid training arrangements to ensure appropriate cover is maintained across the site.

Monitoring includes:

- Review of the trained first aider register.
- Monitoring qualification expiry dates.

- Identifying gaps in departmental, activity or boarding house cover.
- Reviewing additional training requirements.

The Health & Wellbeing Centre works with HR and relevant departments to support ongoing compliance and resilience.

9.3 Clinical Governance and Competency

The Health & Wellbeing Centre maintains professional standards through:

- Registered Nurse professional registration compliance.
- Continuing professional development.
- Review of relevant clinical guidance.
- Reflection and learning from clinical incidents.
- Maintaining competence appropriate to the school nursing role.

All nursing practice is undertaken in accordance with the Nursing & Midwifery Council (NMC) Code and professional responsibilities.

9.4 First Aid Provision and Resource Review

First aid resources are reviewed to ensure they remain appropriate for the needs and risks identified within the School.

Review includes:

- Suitability of first aid equipment.
- Availability of emergency resources.
- AED maintenance and checks.
- Requirements arising from changes to activities, facilities or pupil needs.

Departments, boarding houses and activity leads are responsible for reporting concerns or shortages to the Health & Wellbeing Centre.

9.5 Incident Review and Learning

First aid incidents are reviewed to identify trends, risks and opportunities for improvement.

Review may consider:

- Types and frequency of injuries.
- Locations where incidents occur.
- Repeated presentations.

- Sports or activity-related trends.
- Boarding-related incidents.
- Significant medical events.

Learning from incidents may inform:

- Staff training.
- Risk assessments.
- Preventative measures.
- Changes to procedures or resources.

Significant incidents may be escalated through appropriate School governance structures.

9.6 Governance Reporting

First aid provision forms part of the wider Health & Wellbeing Centre governance framework.

Relevant information may be shared with School leadership, including:

- Training compliance.
- Significant incidents.
- Emerging trends.
- Identified risks.
- Resource requirements.
- Policy updates.

This ensures that first aid arrangements remain aligned with the changing needs of Westonbirt Senior School.

9.7 Policy Review

This policy will be reviewed:

- Annually.
- Following significant changes to legislation or guidance.
- Following significant incidents.
- Following changes to School structure, activities or healthcare provision.

The Lead Health & Wellbeing Nurse is responsible for coordinating review of this policy in consultation with relevant stakeholders.

10. Associated Policies, Procedures and References

10.1 Associated Westonbirt Senior School Policies

This policy should be read alongside the following Westonbirt Senior School policies and procedures:

Managing Medicines in School Policy

Provides detailed guidance regarding the safe storage, administration, recording and disposal of medicines.

Supporting Pupils with Medical Conditions Policy

Outlines arrangements for supporting pupils with ongoing medical needs, including Individual Healthcare Plans.

Allergy and Anaphylaxis Policy

Provides guidance regarding allergy awareness, prevention and emergency management of anaphylaxis.

Asthma Management Policy

Details arrangements for supporting pupils with asthma and responding to asthma-related emergencies.

Diabetes Management Policy

Provides guidance for supporting pupils with diabetes, including emergency situations and individual care planning.

Concussion Management Guidance

Outlines procedures for recognising, managing and supporting pupils following suspected concussion.

Mental Health and Wellbeing Policy

Provides guidance regarding emotional wellbeing, mental health support and referral pathways.

Safeguarding and Child Protection Policy

Details procedures for responding to concerns relating to pupil welfare, abuse, neglect or risk of harm.

Health and Safety Policy

Provides the wider framework for accident prevention, risk management and statutory compliance.

Educational Visits Policy

Outlines requirements for planning and managing off-site activities and residential visits.

Infection Prevention and Control Policy

Provides guidance on infection control measures relevant to first aid and healthcare provision.

Confidentiality and Sharing Medical Information Policy

Details arrangements for managing medical information in accordance with confidentiality and data protection requirements.

10.2 External Guidance and Legislation

This policy has been developed with reference to current legislation, statutory guidance and professional standards, including:

- Health and Safety at Work etc. Act 1974.
- The Health and Safety (First Aid) Regulations 1981.
- Health and Safety Executive (HSE) guidance: *First Aid at Work – Guidance on Regulations (L74)*.
- Department for Education (DfE): *First Aid in Schools, Early Years and Further Education*.
- Department for Education (DfE): *Supporting Pupils at School with Medical Conditions*.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Nursing & Midwifery Council (NMC) Code: *Professional Standards of Practice and Behaviour for Nurses, Midwives and Nursing Associates*.
- UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Resuscitation Council UK guidance.
- British Heart Foundation guidance relating to Automated External Defibrillators (AEDs).

10.3 Professional Accountability

All staff involved in providing first aid are expected to work within the limits of their training, competence and responsibilities.

The Health & Wellbeing Centre provides clinical leadership, advice and support to ensure that first aid arrangements remain safe, effective and aligned with current professional standards.

11. Appendices

The following appendices support the implementation of this policy and provide practical guidance for staff.

Appendices are reviewed regularly by the Health & Wellbeing Centre and updated as required.

Appendix A – First Aid Needs Assessment

Appendix B – Educational Visits: First Aid and Medication Planning Guidance

Appendix C – First Aid Equipment and AED Locations

Appendix D – Emergency Response Pathways

- Medical emergency escalation pathway.
- Mental health support pathway.
- Boarding out-of-hours support pathway.

Appendix A – First Aid Needs Assessment

First Aid Needs Assessment Academic Year: 2026/27

1. Purpose

This First Aid Needs Assessment has been completed to identify the first aid requirements of Westonbirt Senior School and ensure that appropriate arrangements, staffing, equipment and training are in place to meet the needs of pupils, staff and visitors.

The assessment has been completed with reference to:

- Health and Safety (First Aid) Regulations 1981
- HSE Guidance L74 – First Aid at Work
- Department for Education guidance: First Aid in Schools
- Supporting Pupils with Medical Conditions Guidance
- Resuscitation Council UK guidance

The assessment is reviewed annually and following significant changes to pupil numbers, school activities, staffing or learning from incidents.

2. School Profile

Area	Details
School	Westonbirt Senior School
Age range	11–18 years
Pupils	Approximately 500 pupils
Boarding provision	Yes
Boarding pupils	Approximately 100 pupils
Staff	Approximately 300 staff across school community
School type	Day and boarding
Site	Large rural campus including sports facilities, boarding houses and outdoor areas
Health provision	Health & Wellbeing Centre staffed by Registered Nurses during term time

3. Factors Considered

The following factors have been considered when determining first aid provision:

Pupil Population

Consideration has been given to:

- ☒ Age and developmental stage of pupils
- ☒ Number of pupils on site
- ☒ Pupils with identified medical conditions
- ☒ Pupils requiring Individual Healthcare Plans
- ☒ Pupils requiring emergency medication
- ☒ Mental health and wellbeing presentations
- ☒ Boarding pupils requiring support outside normal school hours

Examples of medical needs supported within school include:

- Asthma
- Diabetes
- Epilepsy
- Allergy/anaphylaxis
- Cardiac conditions
- Complex medical needs

4. School Activities and Risk Areas

The assessment considers activities where the likelihood or severity of injury may be increased.

Area/activity	Potential risks	First aid considerations
PE and sport	Sprains, fractures, concussion, impact injuries	Staff trained in first aid, access to kits and emergency procedures
Science	Burns, chemical exposure, cuts	Departmental first aid resources and trained staff

Area/activity	Potential risks	First aid considerations
Design Technology	Cuts, burns, machinery injury	Appropriate equipment and staff awareness
Boarding	Illness/injury outside school hours	First aid trained boarding staff and access to HWC support
Outdoor activities	Falls, environmental injury	Trip-specific planning
Educational visits	Variable risks depending on location/activity	HWC involvement and medical planning
Catering	Burns, cuts, food-related incidents	Local first aid provision

5. First Aid Staffing Assessment

Current Provision

Westonbirt Senior School provides:

- Registered Nurses within the Health & Wellbeing Centre.
- Minimum of eight First Aid at Work trained staff across the site.
- Additional Emergency First Aid at Work trained staff within identified higher-risk areas.
- First aid-trained boarding staff.
- Access to trained staff during trips and activities.

Assessment Outcome

Current staffing levels are considered appropriate based on:

- ☒ School size
- ☒ Boarding provision
- ☒ Site layout
- ☒ Activity risk profile
- ☒ Presence of registered nursing staff
- ☒ Availability of emergency services

Action required:

Review staffing levels annually and following significant changes.

6. First Aid Equipment Assessment

The school provides:

- ☒ First aid kits across departments
- ☒ Boarding house first aid resources
- ☒ Trip first aid kits
- ☒ AEDs across the site
- ☒ Bodily fluid spill kits
- ☒ Emergency medical resources within HWC

AED locations:

- Yeomans Entrance
- Leisure Centre
- Astro Turf Pavilion
- Golf Course

Equipment checks:

- AEDs checked monthly by HWC
- First aid kits checked routinely and replenished following use
- Emergency equipment reviewed as part of HWC governance processes

7. Emergency Response Considerations

The assessment considers:

- Distance from emergency services
- Rural location
- Ambulance response considerations
- Large site layout
- Boarding provision
- Need for rapid access to emergency equipment

Staff are advised that emergency services should be contacted immediately where there is concern for life or serious injury.

8. Educational Visits and Residential Trips

Trips are assessed individually.

The Health & Wellbeing Centre must receive notification:

At least two months prior to residential or overseas trips where possible.

Considerations include:

- Destination
- Duration
- Activities
- Pupil medical needs
- Medication requirements
- Staff training requirements
- Emergency healthcare availability

9. Assessment Summary

Following review of the above factors, Westonbirt Senior School has determined that current first aid arrangements are:

- ☒ Appropriate
- ☒ Sufficient
- ☒ Proportionate to identified risks

The school will continue to monitor provision through:

- First aid incident reviews
- Training compliance monitoring
- Equipment audits
- Feedback from staff and pupils
- Review of changing school needs

Appendix B- Educational Visits: First Aid and Medication Planning Guidance

This guidance supports staff planning educational visits, residential trips and off-site activities by ensuring appropriate first aid and medical arrangements are considered before departure.

The Health & Wellbeing Centre (HWC) works with trip leaders to ensure:

- Pupil medical needs are identified and supported.
- Appropriate first aid resources are provided.
- Medication is managed safely.
- Staff understand their responsibilities.
- Emergency arrangements are considered.

This guidance should be read alongside:

- Educational Visits Policy.
- Managing Medicines in School Policy.
- Individual Healthcare Plans.
- Relevant medical condition policies.

2. Notification to the Health & Wellbeing Centre

The HWC should be informed of planned trips as early as possible.

Residential, overseas and higher-risk trips should be notified to the HWC at least two months prior to departure wherever possible.

Early notification allows time for:

- Review of pupil medical needs.
- Identification of additional support requirements.
- Medication planning.
- Staff guidance or training.
- Preparation of first aid and emergency equipment.

Late notification may affect the School's ability to safely support pupils with medical needs.

3. Information Required by the HWC

Trip leaders should provide:

Trip Details

- Destination.
- Dates and duration.
- Accommodation details.
- Planned activities.
- Transport arrangements.
- Any known limitations to accessing emergency healthcare.

Pupil Information

Details of pupils with:

- Individual Healthcare Plans.
- Allergies/anaphylaxis.
- Asthma.
- Diabetes.
- Epilepsy.
- Other significant medical conditions or additional needs.

Staff Information

- Accompanying staff list.
- First aid qualifications.
- Staff responsible for medication.
- Any additional training requirements.

4. First Aid Provision for Trips

First aid arrangements will be based on:

- Number and age of pupils.
- Location and duration of trip.
- Activities undertaken.

- Environmental risks.
- Availability of emergency medical services.
- **Individual pupil healthcare needs.**

The HWC will advise on appropriate first aid provision and provide equipment where required.

5. First Aid Kits

The HWC provides first aid kits appropriate to the activity and identified risks.

A standard trip kit may include:

- Disposable gloves.
- Resuscitation face shield.
- Dressings and bandages.
- Plasters.
- Tape.
- Cleaning wipes.
- Scissors.
- Cold packs.
- Eye wash.
- First aid guidance.

Additional supplies may be provided depending on the activity, for example:

- Burns dressings.
- Sports injury supplies.
- Outdoor activity equipment.

Trip leaders should not add medication to first aid kits without agreement from the HWC.

6. Medication Planning

All medication taken on trips must be managed in accordance with the Managing Medicines in School Policy.

Before departure:

- Medication requirements must be identified.
- Medication must be correctly labelled and in date.
- Appropriate consent/documentation must be available.
- Staff responsible for medication must understand their role.
- Additional training must be arranged where required.

Additional planning may be required for pupils requiring:

- Adrenaline auto-injectors.
- Inhalers.
- Insulin or diabetes management.
- Emergency seizure medication.
- Controlled medication.
- Complex healthcare support.

7. Staff Responsibilities During Trips

Trip leaders are responsible for ensuring:

- Relevant staff understand pupil medical needs.
- Medication is stored securely and remains accessible when required.
- Medication administration is recorded.
- Emergency procedures are followed.
- Medical incidents are reported appropriately.

Staff must:

- Work within their level of training and competence.
- Follow Individual Healthcare Plans where applicable.
- Seek emergency assistance when required.
- Inform the School of significant incidents.

8. Overseas Trips

Additional considerations should include:

- Destination-specific health risks.
- Access to healthcare.
- Travel insurance requirements.
- Medication storage and transport.
- Time differences affecting medication schedules.
- Language barriers.

Overseas trips require early involvement from the HWC.

9. Returning Equipment and Documentation

Following a trip, the trip leader must:

- Return first aid equipment and medication bags promptly.
- Inform the HWC of medication administered.
- Report significant medical incidents.
- Return any completed medication records.

The HWC will check, replenish and prepare equipment for future use.

10. Trip Planning Checklist

Trip Leader Checklist

- ☐ HWC notified (minimum two months prior where required).
- ☐ Medical needs reviewed.
- ☐ Medication requirements identified.
- ☐ Staff responsibilities allocated.
- ☐ First aid arrangements confirmed.
- ☐ Emergency contacts available.
- ☐ Healthcare plans reviewed.
- ☐ Required staff training completed.
- ☐ First aid/medication bags collected.
- ☐ Documentation returned following trip.

HWC Checklist

- ☐ Review pupil medical information.
- ☐ Confirm medication requirements.
- ☐ Provide appropriate first aid kit.
- ☐ Prepare medication bag if required.
- ☐ Provide emergency guidance/training.
- ☐ Record equipment issued.
- ☐ Replenish equipment after return.

Appendix C – First Aid Equipment and AED Locations

1. Health & Wellbeing Centre

The Health & Wellbeing Centre (HWC) is the central location for:

- Clinical assessment and treatment.
- First aid supplies.
- Emergency medical equipment.
- Medication management.
- Advice and support regarding pupil medical needs.

Opening hours during term time:

08:00 – 17:30

Outside these hours, boarding pupils are supported through boarding staff and established emergency procedures.

2. First Aid Kit Locations

First aid kits are located across the Senior School site, including:

Location	Responsibility
Boarding Houses	House staff
Teaching Departments	Head of Department
Sports Facilities	Sports Department
Outdoor Activity Areas	Relevant activity leads
Educational Visits	Health & Wellbeing Centre / Trip Leader
Other identified higher-risk areas	Department/activity lead

All first aid kits should:

- Remain accessible.
- Be used appropriately.
- Be reported to the HWC when supplies are used or require replacement.
- Be maintained according to the identified needs of the area.

3. Automated External Defibrillator (AED) Locations

Westonbirt Senior School has AEDs located across the site to allow rapid access during a cardiac emergency.

Current locations:

AED Location

Yeomans Entrance (Main School)

Leisure Centre

Astro Turf Sports Pavilion

Westonbirt Golf Course

AEDs:

- Are clearly signposted.
- Are checked monthly by the Health & Wellbeing Centre.
- Are registered on The Circuit national defibrillator network.
- Are maintained according to manufacturer guidance.

AEDs are designed to be used by anyone and do not require advanced medical training.

5. Emergency Equipment

Auto adrenaline pens and Inhalers can be found across the school site:

Location	Item
Reception- Cupboard next to desk	Inhaler EpiPen 0.3mg
Upper Dining – in back kitchen on shelf	EpiPen 0.15mg EpiPen 0.3mg
HWC Emergency EpiPen box shelf	EpiPen 0.3mg x 2
HWC Emergency Asthma Box shelf	Salbutamol Inhaler
HWC green grab rucksack	EpiPen 0.15mg EpiPen 0.3mg Salbutamol inhaler
Leisure Centre	Salbutamol Inhaler EpiPen 0.15g and 0.3mg
Prep School Reception	Salbutamol Inhaler Inhaler EpiPen 0.15mg EpiPen 0.3mg

Food Tec (Debs Sheehan)	EpiPen 0.3mg x 1
CCF (Charles Clemow)	EpiPen 0.3mg x 1
Yeomans	Inhaler
Holford House (Sara and Debs)	Salbutamol Inhaler
Staff Room	Salbutamol Inhaler

The HWC maintains emergency resources including:

- Emergency medication supplies.
- First aid equipment.
- PPE.
- Bodily fluid spill kits.
- Other specialist equipment required to support pupil care.

Staff should report missing, damaged or used equipment to the HWC promptly.

Appendix D-Emergency Response Pathways

1. Immediate Emergency Response

If a pupil is seriously unwell or injured:

Call 999 immediately if there is:

- Difficulty breathing.
- Loss of consciousness.
- Suspected cardiac arrest.
- Severe allergic reaction/anaphylaxis.
- Major trauma.
- Uncontrolled bleeding.
- A life-threatening concern.

Do not delay calling emergency services while waiting for support from the HWC.

Inform the HWC as soon as possible.