WESTBOURNE
ACADEMY

ACADEMY LOCAL FIRST AID INFORMATION

September 2026

This document sets out **localised procedures** that are not mentioned in the ATT First Aid Policy, which can be located on the academy's website.

Qualified First Aiders and Access to First Aid Equipment:
The names and normal location for each First Aider and the location of First Aid kits are available throughout school. All members of staff are required to identify the nearest qualified First Aider and location of the nearest First Aid kit to their normal working area. Please see **appendix 1** for a full First Aider list.

The First Aid Coordinator is responsible for ensuring that the contents of the first aid box are replaced as necessary and for ensuring that first aid training is repeated **every 3 years**.

First Aid kits are located in:

Medical Room	H Block
Academy Coordinators Office	H Block
Exams Office	Main Block
Site Supervisors Office	Main B Block
Central Admin	Main Block
DT Classrooms	B Block (B8, B9, B10, B11)
Food Tech Classrooms	C Block (C28, C27)
Science Prep Room	C Block
Art Technician Office	S Block
PE Office	Sports Hall + Outside areas.
School Kitchen	Food Hall
Attendance Office	A Block
Academy Minibus	

There are also five first aid kits available for external education visits or outdoor learning. The person in charge will identify a member of staff to be responsible for the first aid kit and for taking charge of the situation, i.e., calling assistance if a serious injury or illness occurs.

Staff members who use the contents of First Aid kits are to ensure that items are replenished from stores held on site. The First Aid Coordinator will also conduct regular checks of First Aid kits to ensure contents are adequate for purpose.

AED:
There are two Automated External Defibrillators on site.
The locations of these are listed below.

- Outside the Sports Hall on A Block Playground.
- On the wall outside the Main Reception in the corridor.

Please refer to **appendix 2** for a map of their locations.

Bleed Kit:
This kit is located in the Main Reception Office, behind the door on the wall.

Transport to hospital:
If the First Aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians **must** also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult(s) will be designated in situations where the parents cannot be contacted. Please refer to the Safeguarding Policy for this.

On-Site Procedures:
In the event of an accident or incident the following procedure should be followed:

- The closest member of staff will seek the assistance of a qualified first aider.
- The first aider will assess the injury and undertake the appropriate first aid treatment.
- If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives.
- If deemed appropriate the first aider will contact the injured person's emergency contact or next of kin.
- The first aider or relevant member of staff will complete the incident report form on iAMS, including the required details.
- If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services, the first aider will contact the pupil's parents or next of kin and recommend next steps to them.

Please refer to **Appendix 4**.

Off-site Procedures:
When pupils are taking part in education visits or outdoor learning away from the academy, the staff member in charge will ensure they have the following

- A first aid kit with appropriate supplies.
- A mobile, on which they can contact the school and the school can contact the staff member.
- A list of the specific medical needs of the pupils and any required equipment
- Emergency contact details for the pupils.

Emergency Services
If 999 is called the following information must be given;

- The Academy's telephone number 01473 742315
- The Academy's address Westbourne Academy, Marlow Road, Ipswich, IP1 5JN
- Give your name.
- Name of casualty and symptoms/any known medical condition.
- Inform ambulance control of the best entrance e.g. main reception entrance.
- If an ambulance is called to the main reception, A member of staff should go to the entrance to give directions to the ambulance crew.

If the emergency services are called the emergency contact or next of kin of the casualty will be telephoned by the academy as soon as is practicably possible.

Recording and Reporting
An incident report form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an incident. An incident form will be completed for all injuries that happen, however minor, this will be via iAMs.

Reporting to the HSE
The Academy Coordinator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Academy will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight.
    - Any crush injury to the head or torso causing damage to the brain or internal organs.
    - Serious burns (including scalding), which:
        - Cover more than 10% of the body.
        - Cause significant damage to the eyes, respiratory system, or other vital organs.
    - Any scalping requiring hospital treatment.
    - Any loss of consciousness caused by head injury or asphyxia
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Medical Room
The Education (School Premises) Regs 1996 require that every school have a suitable room that can be used for medical treatment when required. This room is equipped with a sink, and is near the unisex toilets. At Westbourne, this room is located immediately opposite Room H6.

Disposable gloves and handwashing facilities are available in the medical room, along with a full stocked first aid kit.

Head Injuries
Injuries to the head need to be treated with particular care. Any evidence of the following symptoms may indicate serious injury and an emergency treatment should be sort.

- Unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open)
- Confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory
- persistent headache
- disorientation, double vision, slurred speech or other malfunction of the senses
- nausea and vomiting.
- unequal pupil size
- pale yellow fluid or watery blood coming from ears or nose
- bleeding from scalp that cannot quickly be stopped
- loss of balance
- loss of feeling in any part of body
- general weakness
- seizure or fit.

Where a student receives a head injury their parents/carers should be informed. This should be done immediately by telephone if symptoms described above occur. For more minor bumps etc., the parent should be informed as soon as practical to do so.

Emergency Adrenaline auto-injectors (AAIs)

Westbourne Academy has two AAIs on site. The kits are mounted on the wall in the following locations (see **appendix 3**):

A Block Ground Floor – outside Attendance
C Block First Floor – outside C28

If an individual is experiencing symptoms of anaphylaxis, emergency medical assistance should be sought immediately by calling 999 and the academy's emergency procedures followed.

Please refer to the ATT Allergies Policy for more information.

Appendix 1 – List of First Aiders

ACADEMY FIRST AIDERS

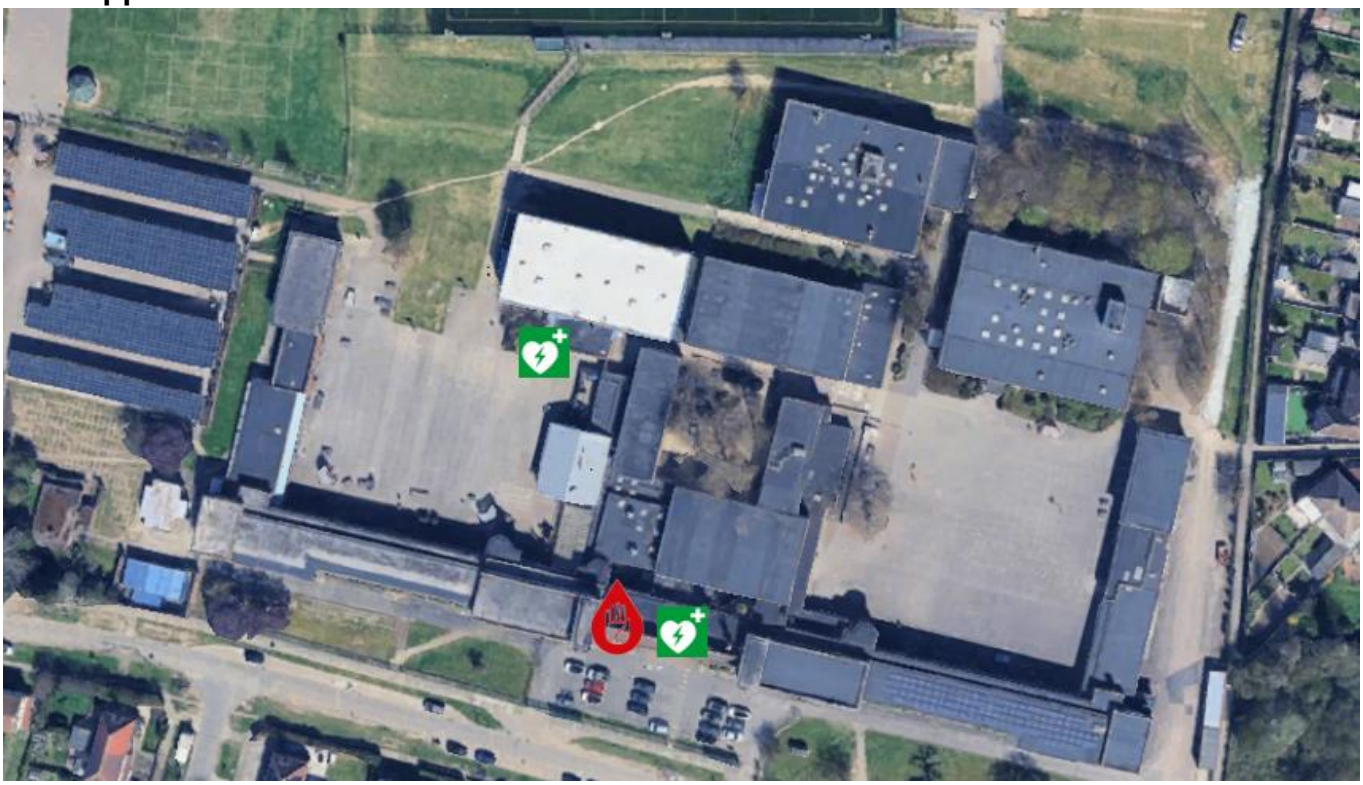
If you require a First Aider, please contact one of the following:

EVIE	ALLEN	Defibrillator Training (AED)
CHARLENE	ALCOCK	Defibrillator Training (AED)
ANTHONY	ARCHER	Defibrillator Training (AED)
ZOE	BISHOP	Anaphylaxis & Defibrillator Training (AED)
OWEN	BRIGHTON	Defibrillator Training (AED)
KARL	CARR	Anaphylaxis & Defibrillator Training (AED)
RACHAEL	CLARKE	Defibrillator Training (AED)
CALLUM	COMPTON	Defibrillator Training (AED)
OPAL	DEGVILLE	Defibrillator Training (AED)
JO	ELLIS	Anaphylaxis & Defibrillator Training (AED)
ANNA	FULCHER	Defibrillator Training (AED)
NATASHA	GOODCHILD	Defibrillator Training (AED)
RICHARD	HAWKES	Defibrillator Training (AED)
RAHIMA	ISLAM	Defibrillator Training (AED)
CHLOE	JOHNSON	Defibrillator Training (AED)
ANAGHA	MAVILA VEEDU	Defibrillator Training (AED)
KAYLEIGH	MARSHALL	Defibrillator Training (AED)
JOSHUA	MCLEAN	Defibrillator Training (AED)
DONNA	MULLAN	Defibrillator Training (AED)
CALLUM	NICHOLS	Defibrillator Training (AED)
JOANNE	PAGE	Defibrillator Training (AED)
RACHEL	PARKINSON	Defibrillator Training (AED)
REBECCA	PAUL	Defibrillator Training (AED)
CHRISTINA	PERCY	Anaphylaxis & Defibrillator Training (AED)
COURTNEY	PORTER	Defibrillator Training (AED)
EMMA	REYNOLDS	Defibrillator Training (AED)
HELEN	ROSHER	Defibrillator Training (AED)
ADAM	THORPE	Anaphylaxis & Defibrillator Training (AED)
FARRAH	TURNER	Defibrillator Training (AED)
LYRICA	WILSDON	Anaphylaxis & Defibrillator Training (AED)

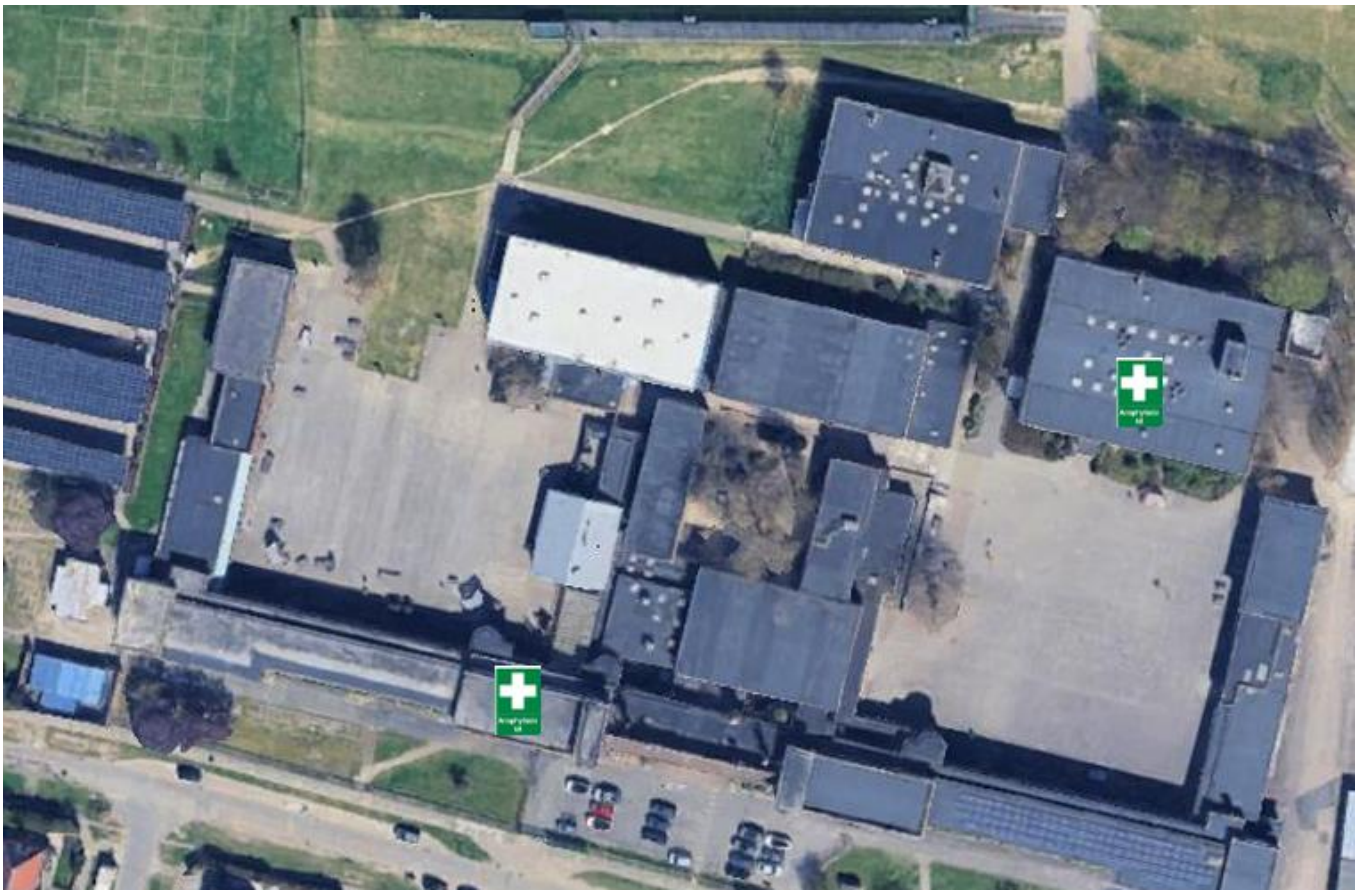
For medication administration, please contact one of the following:

KYIA	THOMAS-ASTLEY	MEDICATION ADMINISTRATION LEVEL 2
JENNY	WRIGHT	MEDICATION ADMINISTRATION LEVEL 2
NAY	WRIGHT	MEDICATION ADMINISTRATION LEVEL 2
ADAM	THORPE	MEDICATION ADMINISTRATION LEVEL 2

Appendix 2 – AED & Bleed Kit Locations



Appendix 3 – AAI Locations

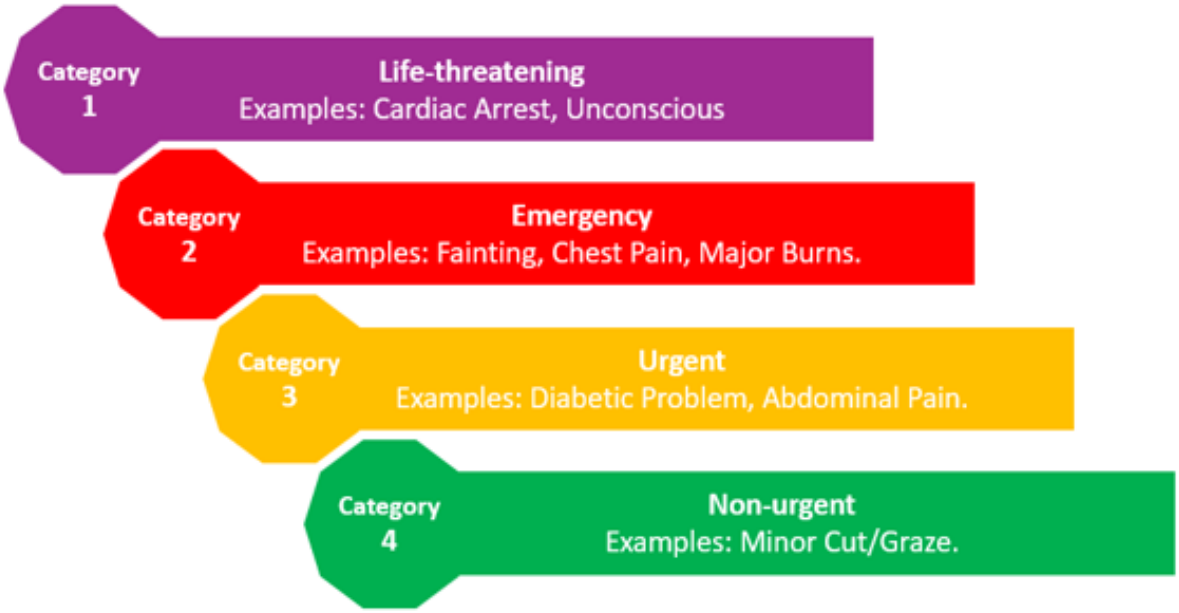


Appendix 4 – First Aid Assistance Card

Calling for Medical Assistance

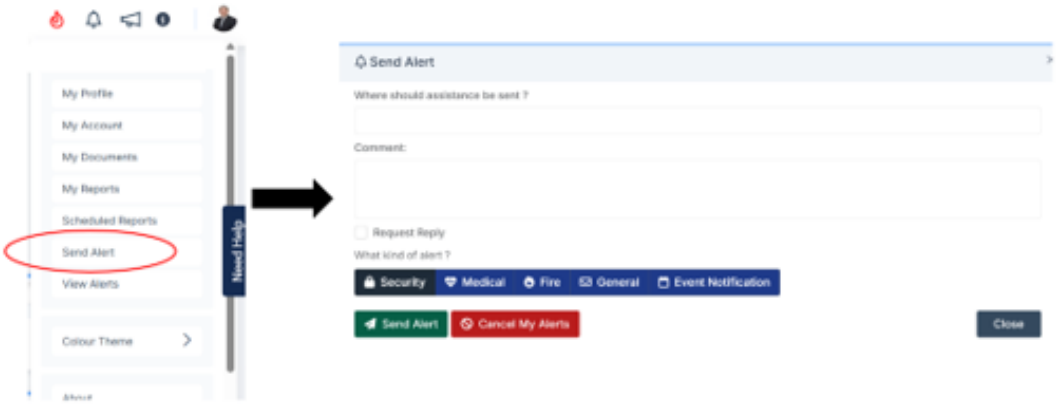
In the event of an accident, incident or medical episode, please seek the assistance of a qualified First Aider as soon as possible. When calling for assistance, to ensure the First Aider(s) can respond appropriately, please state the necessary category, giving brief details of the situation.

If you are unable to access a radio or Bromcom please send someone immediately to the main reception. If the situation is Life Threatening then an ambulance should be called at the earliest opportunity by dialling 999.



Bromcom - How to send emergency alert

All staff members have access to the **Send Alert** option on Bromcom by clicking on your image on the top right your Bromcom screen. Staff should state where assistance is required and give a brief description in the comment box.*The Alert will then be sent to members of staff selected to receive them, so assistance can be sent.



*please select the medical tab when requesting First Aid