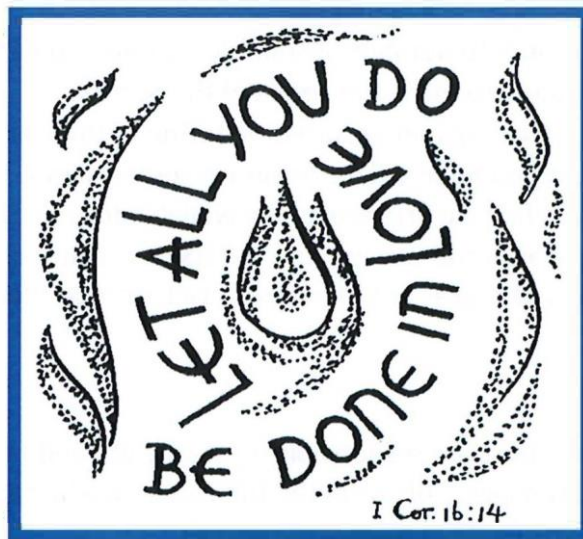


**OURLADY  
IMMACULATE**  
CATHOLIC ACADEMIES TRUST

**St Edward's Catholic Primary School**



**First Aid Policy**

**Presented to Governors:      October 2025**

**Adopted by Governors:      December 2025**

**Review date:                      December 2026**

This policy outlines St Edward's Catholic Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

This policy applies to all pupils in the school, including EYFS. The policy will be reviewed annually.

### **Aims**

To ensure that first aid provision is available at all times while pupils and staff are on school premises, and also off the school premises whilst on school visits.

We aim to ensure that our policy is in line with the DFE Guidance on First Aid for Schools -A Good Practice Guide

### **Objectives**

- To appoint the appropriate number of suitably trained people.
- Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the School's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### **Responsible Personnel**

The Governing Body of the school are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head Teacher and teaching staff, non-teaching staff, pupils and visitors (including contractors).

The Governing Body must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are appropriate and in place. The Governing Body should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on first aid is available for parents on request.

Teachers and other staff are expected to do all they can to secure the welfare and safety of the pupils.

### **Appointed Persons**

The appointed person should be a First Aider and have undertaken either the four day first aid at work training or at least the one day emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. re-stocking the first aid boxes
- In an extreme emergency an ambulance may be called. A person will be detailed to receive the ambulance at the nearest point of entry to the school.

**Casualties with suspected fractures or back or neck injuries must not be moved unless the ambulance personnel are present.**

The First Aider must have completed and keep up-dated a training course approved by the HSE.

They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders the Head Teacher should consider the person'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.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

### **Procedures**

Risk Assessment Reviews are required to be carried out at least annually.

Recommendations on measures needed to prevent or control identified risks are forwarded to the Head Teacher.

### **Re-assessment of first aid provision**

As part of the School's monitoring and evaluation procedures:

- The Head Teacher shall review the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The School Office Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions.
- The School Office Manager also monitors the emergency first-aid training received by other staff and organizes appropriate training (including Paediatric First Aid for EYFS staff)
- The Appointed First Aider checks the contents of the first-aid boxes monthly.

### **Provision**

The School is a low-risk environment, but the Head Teacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- DT/Art rooms
- Adequate provision in case of absence, (including trips)
- Out-of-hours provision, (eg. clubs/events)

Arrangements should be made to ensure that the required level of cover of both first aiders and appointed persons is available at all times when people are on school premises.

### **Appointed persons**

#### **Qualified first aiders -**

M.Colson, L.Baldwin, C.McIsaac, S.Bradbury

#### **Qualified Paediatric Trained Persons -**

L.Noble, M.McLean, L. Severs, J.Wittering, I.Tartaglia, Y.West (Training dates all booked - Certificates pending)

## **Qualifications and Training**

First aiders hold a valid certificate of competence, issued by an approved organisation. The majority of staff hold a "1-day Quallsafe Level 3 Emergency First Aid at Work" course.

## **First Aid Materials, Equipment and Facilities**

- The Head Teacher must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.
- All first aid containers must be marked with a white cross on a green background.
- The school should ensure that a qualified first aider always accompanies classes on school trips and must carry a first-aid bag.
- First aid bags must accompany PE teachers off-site.
- First aid containers should be kept near to hand-washing facilities.
- Spare stock should be kept in school.
- Responsibility for checking and re-stocking the first-aid containers is that of the appointed first aiders who are four day trained.
- Anyone requiring first aid will be seen in the first instance by an appointed person.
- If it is necessary to send a child home the parent or primary carer will be contacted.
- It is the school policy that when a child has either been physically sick or has had a temperature, he or she must be kept at home for 48 hours following either the end of the sickness or the return to a normal temperature.
- Written permission will be obtained for each and every medicine to be given to any child with the parent informed of the time the dosage was given. Parents of children will be informed of every incident/accident and of any first aid applied.

## **Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressing or equipment.

In relation to hygiene procedures for spillage of body fluids, a bio-hazard pack should be obtained from the first aid cupboard for the disposal of body fluids.

## **Reporting Accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE and the NCC Health and Safety team.

The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. If deemed necessary by the appointed first aider, parents will be informed of an accident.

The following accidents must be reported to the HSE:-

- Involving employees or self-employed people working on the premises:-
- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR 1995 and information on Reporting School Accidents as specified on standard procedure SP137.

Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work. i.e. if it relates to

- Any school activity, both on or off the premises
- The way the school activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay by telephone and be followed up in writing within 10 days on HSE form 2508.

The Head Teacher is responsible for ensuring this happens. The Head must complete the RIDDOR Form attached to this policy and email/fax it. It can also be completed on-line. The e-mail address is [riddor@natbrit.com](mailto:riddor@natbrit.com). To report an incident over the telephone call 0845 300 99 23 (Monday to Friday 8.30am to 5.00pm).

## **Identification and Treatment of pupils with particular medical conditions**

### **Short Term Medication**

If a child has short term, prescribed medication, such as antibiotics, the parent of the child must fill in an administration of medication form at the school office. The school administrator will then take a copy of this form to the child's class teacher.

It is the responsibility of the class teacher to ensure that the medication is administered by a first aider at the correct times.

The class teacher and first aider, must first verify that it is the correct medication for the correct child and check the correct dosage. Both should then sign the administration form.

If the medication has not been administered as expected, a non-administration of medicine form should be filled in and this should be shared with parents.

### **Long Term Medication**

If a child has long term, prescribed medication, such as an epi pen, asthma inhaler or diabetic medication. This should be kept in a clear plastic box, with the child's name photograph on the front. Inside the box, there should also be a record sheet for staff to record if and when this medication has been taken. This will then provide a record for medical professionals should they need it. This should also be countersigned by an additional adult.

This medication **MUST** travel around the school with the child e.g. assemblies, PE etc. At break and lunch times it should be left in an accessible place, out of reach of any other children and then return to the child's class for the next lesson.

### **Record Keeping**

Statutory accident records: The school must ensure that readily accessible accident records, written or electronic, are kept **for a minimum of three years.**

**Monitoring**

Accident records can be used to help the Head Teacher and the Child Protection and safeguarding lead identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head Teacher should establish a regular review and analysis of accident records.