

St Mary's Catholic Primary School



First Aid Policy



First Aid Policy



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1. Introduction

St Mary's Catholic Primary 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. Details of such precautions are noted in the following policies:

- [Health and Safety Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [Medicines in School Policy](#)
- [Allergen and Anaphylaxis Policy](#)
- [Educational Visits and School Trips Policy](#)
- [Pastoral Care and Behaviour and Discipline Policy](#)

The school's administrative team, including the **Business Manager** has overall responsibility:- for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

2. Legal framework

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

- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992,
- The Management of Health and Safety at Work Regulations 1999,
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,
- Social Security (Claims and Payments) Regulations 1979,

3. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are 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 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- A box of disposable gloves
- Equivalent or additional items are acceptable

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

Alongside this, each classroom has a green first aid 'grab bag' embroidered with 'First aid' and the 'class name' in white. This is stored out of reach of the pupils in a secure location that is easily accessible to teachers and first aiders. The bags follow each class around during the day with an appropriate adult.

These bags include all of the above general first aid kit items, along with the regular prescribed medications needed by pupils in that class. The content of prescribed medications included in the bags is recorded on a shared spreadsheet which is updated regularly. It is the parent's responsibility to ensure that their child's medications in school are kept up to date and use-able. TAs will check at the end of each term if any medications are out of date and need to be returned to parents for disposal.

Ms Alison Lawlor, Lead First Aider, will audit boxes and keep stock topped up. The class TA will be responsible for checking the green class bags are fully stocked and notifying Ms Lawlor if supplies need to be ordered.

Ms Lawlor is responsible for examining 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 Reception classroom
- The kitchen at the top of the school
- Outside Year 6 / Science cupboard
- Outside Year 4 / top of staircase
- KS2 playground doors / First Aid area (bottom of stairs)
- School hall

4. First aiders

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.

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

The current first aid appointed person(s) are:

Name	Location	Training Completed
Mrs Yorke	Headteacher	7 th and 8 th November 2023
Mrs Noone	Deputy Headteacher	14 th and 15 th October 2025
Miss Preedy	AHT	24 th and 25 th March 2025
Mrs Birchenall	SENDCo	24 th and 25 th March 2025
Mrs Reeson	Office/Trainee Teacher	7 th and 8 th November 2023
Miss Harris	Reception Teacher	24 th and 25 th March 2025
Ms Lawlor	Y1 TA	7 th and 8 th November 2023
Mrs Pitt	Rec TA	24 th and 25 th March 2025
Mrs Campbell	Y3 TA	7 th and 8 th November 2023
Mrs Kopera	Y1 TA	24 th and 25 th March 2025
Miss Bennett	Y1 Teacher	24 th and 25 th March 2025
Ms Robinson	SEND TA	14 th and 15 th October 2025
Mrs Anderson	Y1 Teacher	24 th and 25 th March 2025
Mrs Larroque	HLTA	10 th and 11 th June 2024
Miss Heath	Y6 Teacher	24 th and 25 th March 2025
Mrs Whittingham	Y4 TA	7 th and 8 th November 2023
Ms Parmar	Y2 TA	7 th and 8 th November 2023
Mrs James	Y4 Teacher	14 th and 15 th October 2025
Mrs Lassey	Y5 TA	14 th and 15 th October 2025
Mrs Nguyen	Y6 TA	24 th and 25 th March 2025
Mrs Tame	School Counsellor/Pastoral Lead	7 th and 8 th November 2023
Mrs Chakka	LTS	7 th and 8 th November 2023
Mrs Phillips	LTS	7 th and 8 th November 2023
Mrs Khatun	LTS	14 th and 15 th October 2025
Mrs Harnett	LTS	24 th and 25 th March 2025

5. Head injuries

Any bump to the head, no matter how minor is treated as serious. Bumped heads are classed as any injury from the neck up. All bumped heads should be treated with an ice pack. Parents/carers must be informed by telephone. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded – a copy sent to the office and a copy sent home with the child. Children with a bumped head should be given a head injury letter and an 'I bumped my head' wrist band to take home.

6. Emergency procedures

If an accident, 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, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The headteacher
- The school office, where a copy of the incident is scanned on the school system.
- The victim(s)'s parents.

7. Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

Parents will be informed verbally and in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. Children with a head bump also wear a red wristband.

In the event of a serious injury or an incident requiring emergency medical treatment, the first aider who dealt with the incident will telephone the pupil's parents as soon as possible.

Where the above is not possible, the office staff will phone the parents.

A list of emergency contacts will be kept at the school office and on SIMS.

8. 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.

9. Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions. Epi-pens and inhalers are kept in the classrooms green first aid grab bags.

All medicines will be stored in the original packaging 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.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

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.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

All medicines in school are administered following the agreement of a care plan.

10. Illnesses

When a pupil becomes ill during the school day, the parents 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 parents to pick them up. Pupils will be monitored during this time.

11. Allergens

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy. The parents will be directed to contact the school nurse so that an IHP can be put in place.

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year or as necessary.

Staff do 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 – guidelines will be issued to staff in this regard.

13. Monitoring and review

This policy is reviewed biennially by the governing body, and any changes communicated to all members of staff.

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.