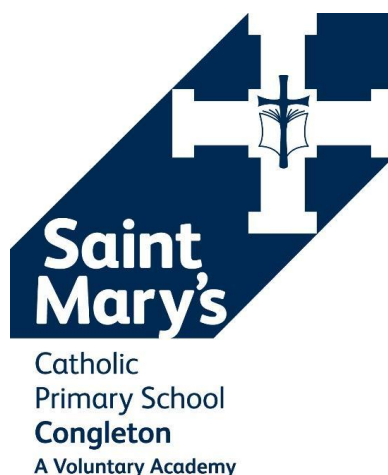


# Saint Mary's Catholic Primary School



## First Aid Policy

Policy Schedule	Date	Signed
Ratified by the Governing Body:	December 2025	Deputy Head: Greg Merrick Chair of Governors: Val Bridge
To be reviewed:	December 2026	

# Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and Responsibilities.....	4
4. First aid procedures .....	5
5. First aid equipment.....	6
6. Record-keeping and reporting.....	7
7. Training .....	8
8. Monitoring arrangements.....	8
9. Links with other policies .....	9
10. Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	10
11. Appendix 2: Example of First Aid Reporting Template.....	11
12. Appendix 3: first aid training log.....	12

# 1. Aims

The aims of our first aid policy are to:

- Ensure the Health and Safety of all staff, pupils and visitors
- Ensure that staff and Governors are aware of their responsibilities with regards to Health and Safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

# 2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered and by qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## **3. Roles and Responsibilities**

### **3.1 First Aiders**

The school's First Aiders are listed in Appendix 1.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2) and informing parents/carers
- Keeping their contact details up to date

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Governing Body**

The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **3.4 The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained First Aid personnel are present in the school at all times
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of First Aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

## 3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

# 4. First aid procedures

## 4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Admin & Finance Assistant or Office Manager will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils • Pupil's medication e.g. Inhalers, if required
- Parents' contact details

Risk assessments must be completed by the lead member of staff organising the trip prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one First Aider on school trips and visits.

For trips involving children in the Nursery or Reception, there will always be at least one First Aider with a current Paediatric First Aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice • Regular and large bandages
- Eye pad bandages
- Triangular bandages • Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in First Aid kits. First Aid kits are stored in:

- Each classroom
- The Olive Room
- The Staff Room
- Outside at breaktime by the KS1 and KS2 toilets
- The school kitchen

## 6. Record-keeping and reporting

### 6.1 First Aid and Accident Record Book

- An accident form will be completed by the person who administered the first aid 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 accident, including information detailed on the accident form - **Appendix 2**
- A copy of the accident report form will also be sent home with the child

Records held in the First Aid and Accident Book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 6.2 Reporting to the HSE

The Administration Assistant 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 Administration Assistant or Headteacher 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. This is done using Cheshire East Prime.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputation
  - 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)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- 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
- 

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

## 6.3 Notifying parents

The First Aider or Administration Assistant will inform parents of any accident or injury sustained by a pupil, and any First Aid treatment given, on the same day, or as soon as reasonably practicable.

A minor head bump notification will be sent by email to get the information to parents quickly and an accident form will be sent home.

Notification of any First Aid administered will be either through a direct telephone call or, when the incident and associated treatment is deemed minor, sending a child home with a copy of the accident reporting form - **Appendix 2**

## 6.4 Reporting to Ofsted and Child Protection Agencies

The Administration Assistant or Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Cheshire East Local Safeguarding Children's Board (LSCB) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until - **Appendix 3**.

Staff are encouraged to renew their First Aid training when it is no longer valid.

At all times, one person will have a current Paediatric First Aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## 8. Monitoring arrangements

This policy will be reviewed by the Headteacher every two years or sooner if the need arises.

At every review, the policy will be approved by the Governing Body.

## 9. Links with other policies

This first aid policy is linked to the • Health and safety policy

- Risk assessment policy
- Policy on supporting pupils with medical conditions

## 10. Appendix 1: Trained First Aiders

<b>Paediatric First Aiders</b>	<b>Mrs Aidley</b>
	<b>Mrs Borg-Heffernan</b>
	<b>Mrs Febery</b>
	<b>Miss Lankester</b>
	<b>Mrs Luby</b>
	<b>Mrs Manley</b>
<b>Emergency First Aid at Work</b>	<b>Mr Billings</b>
	<b>Mrs Brazier</b>
	<b>Mr Cavanagh</b>
	<b>Miss Cork</b>
	<b>Miss Farr</b>
	<b>Miss Lankester</b>
	<b>Miss Owen</b>
	<b>Mr Merrick</b>
	<b>Mrs Milner</b>
	<b>Mrs Milroy</b>
	<b>Miss Small</b>
	<b>Mrs Standon Layden</b>
	<b>Mrs White</b>
	<b>Mrs Woodcock</b>
<b>Adult Mental Health First Aid</b>	<b>Mrs Woodcock</b>

# 11. Appendix 2: Example of First Aid Reporting Template



**Saint Mary's Catholic Primary School**  
Belgrave Avenue, Congleton, Cheshire CW12 1HT



## Pupil Accident/Injury in School - Report to Parents

Name: _____		Class: _____	
Date:        /        /		Time: _____	
<b>Injury type:</b> <input type="checkbox"/> Bite/Sting <input type="checkbox"/> Bump/Bruise <input type="checkbox"/> Bump to the head <input type="checkbox"/> Burn/Scald <input type="checkbox"/> Cut/Graze <input type="checkbox"/> Damage to teeth <input type="checkbox"/> Irritation to eye <input type="checkbox"/> Nosebleed <input type="checkbox"/> Splinter <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Other...		<b>Where accident/injury occurred:</b> <input type="checkbox"/> On the climbing frame <input type="checkbox"/> On the playground <input type="checkbox"/> In the classroom <input type="checkbox"/> In a P.E. lesson <input type="checkbox"/> Collided with another child <input type="checkbox"/> Tripped and fell <input type="checkbox"/> Other - Further details: _____	
<b>Treatment given including materials used:</b> <input type="checkbox"/> Sterile cleansing wipe <input type="checkbox"/> Plaster/dressing applied <input type="checkbox"/> Cleaned with water <input type="checkbox"/> Cold compress applied <input type="checkbox"/> Other - details below: _____			
<b>How did the injury happen:</b> _____			
<b>Follow up:</b> <input type="checkbox"/> Returned to _____ (e.g. class/playground) <input type="checkbox"/> Parent/Guardian phoned. Time of call: _____ <input type="checkbox"/> Taken home <input type="checkbox"/> Other (inc. details): _____			
<b>LOOKING AFTER YOUR CHILD WITH A HEAD INJURY</b>			
Please seek medical advice if you have any concerns whatsoever, or if any of the following occur within the next 3-4 days:			
<ol style="list-style-type: none"> <li>1. If your child vomits more than twice in one day.</li> <li>2. If your child complains of persistent headaches after paracetamol.</li> <li>3. If your child becomes unusually sleepy or is hard to wake up.</li> <li>4. If your child has a convulsion (fit).</li> <li>5. If your child has any changes in behaviour or is not his/her usual self.</li> </ol>			
First Aider Name: _____		Signature: _____	

Please check your child's injury and seek professional medical advice if you are at all concerned. A copy of this report is retained in school.

## 12. Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Emergency First Aid at Work	Callum Billings Kay Brazier Ian Cavanagh Rebecca Cork Greg Merrick Miranda Milner Sally Milroy Mollie Owen Natalie Small Charlotte Stanway-Layden Kathryn White Sarah Woodcock	03/11/2025	2/11/2028
Paediatric First Aid	Amanda Aidley Sarah Luby Michelle Borg-Heffernan Michaela Manley Rachel Lankester Clare Febery	10/10/2024 03/12/2024 12/11/2025 10/11/2025 10/11/2025 10/11/2025	Oct 2027 Dec 2027 11/11/2028 9/11/2028 9/11/2028 9/11/2028