



Our Lady's Catholic Primary School

First Aid Policy

Date reviewed	Next review
February 2025	February 2026
Signed (Chair of Governors)	
	

Our Lady's School is founded on faith in Jesus Christ and the life of the school community is centered on His presence.

Rationale

Under the Health and Safety Regulations 1981, there is a general duty on employers to make adequate first aid provision for pupils, staff, parents, carers and visitors. At Our Lady's we feel that it is important we act in the best interests of every child by administering suitable first aid. The Designated First Aider is Mrs C Brennan.

Aims

- To identify the first aid needs of all children and adults in school.
- To ensure that first aid provision is available at all times while people are on school premises and on school visits.
- To ensure staff are aware of the first aid needs of all pupils in their care or know where to find additional information to provide for these needs.
- To ensure that staff and governors are aware of their responsibilities about health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Objectives

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and relevant resources and facilities.
- To keep accident records as required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995.

Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf advice from the Department for Education on first aid in schools <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> and health and safety in schools, <https://www.gov.uk/government/publications/health-and-safety-advice-for-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 to employees, and 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.

Roles and Responsibilities

All schools are expected as a minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided the school’s assessment of need has taken into account the nature of the employees’ work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider. Mrs Caroline Brennan is the appointed person for Our Lady’s Catholic Primary School and she is first aid trained.

As our primary school has Early Years Foundation Stage provision, four members of staff are current paediatric first aid trained and at least one of them is always on the premises.

In all settings – and dependent upon an assessment of first aid needs – we will have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

Appointed person(s) and first aiders

The school’s appointed persons are Mrs Sarah Earle (Admin) and Mrs Caroline Brennan. They are responsible for:

- Ensuring a qualified person takes 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)

Our school’s first aiders are listed in appendix 1.

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school. The governing board delegates operational matters and day-to-day tasks to the headteacher / head of school and staff members.

The Headteacher

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

- ensuring that an appropriate number of first aiders 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.

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 is not called;
- informing the headteacher/head of school or their manager of any specific health conditions or first aid needs.

First Aid Procedures

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, a member of the leadership team will contact parents immediately;
- the relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

General Procedures

- First aid boxes are checked every term and restocked regularly.
- When dealing with any body fluids protective gloves **must** always be worn.
- A first aid kit and any necessary medicines (inhalers and EpiPen) must be taken on all school outings along with a list of children's ailments or special requirements and a telephone to contact school in emergencies. A member of staff should be nominated as first aider for the trip and be responsible for all medicines.
- All accidents must be recorded in the pupil accident book. If an incident results in a broken bone or hospital visit, form HS157 must be completed and passed to the Headteacher.
- Where an accident involving a head injury occurs, parents and carers must be informed using a bumped head wristband. If the bump is more serious the parent will be contacted immediately.
- If parents and carers cannot be contacted and it is considered that the child needs hospital treatment, the Headteacher or Assistant Headteachers will take the child, acting "in loco parentis" with another member of staff.
- If an ambulance is required, the time of the call must be recorded along with the time the ambulance arrived. Full details of children's medical details to be given, if known.
- The designated first aiders will review care and asthma plans and allergies on an annual basis and ensure that all class teachers are aware of any medical issues existing in their class. Photographs of children with severe allergies and asthma will be displayed in the relevant classes, the staffroom, Headteacher and Deputy Headteacher's offices and the school kitchen.
- Where practicable, the school will contact the parent of any child who has been sent home with an injury or head bump the following day if they are not in school.

Off-Site Procedures

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

- a school mobile phone;
- a portable first aid kit;
- information about the specific medical needs of pupils;
- parents' contact details.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and will be agreed by a member of the leadership team. There will always be at least one first aider on school trips and visits.

First Aid Equipment

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

- 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:

- All Classrooms
- First Aid Room

There are also portable first aid bags which are taken out at morning play by one of the adults on duty and are also used for school visits.

Medicines in school

There is no legal obligation for school to administer any medication, this is purely voluntary and, at Our Lady's, is strictly limited to those prescribed by a doctor. See Supporting children with Medical conditions policy for more information.

Staff will not administer non-prescription medicines. If a parent wishes these medicines to be given they will need to come into the school to do so themselves.

Asthma Medication and Epipen's

If a child needs to have an inhaler with them in school, parents and carers will be required to complete a care plan. See 'Supporting Children with Medical Conditions Policy for more information.

Supporting children with complex or long term health needs

Our Lady's School aims to minimise any disruption to a child's education. To facilitate this, the school will carry out a risk assessment and work with the pupil and their family to provide the best possible care and outcomes. Further information can be found in the school's Supporting Pupils with Medical Conditions Policy.

Record-Keeping and Reporting

First Aid and Accident Record Book

- An accident form will be completed by the relevant member of staff 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 all of the information included in the accident form;
- 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.

Reporting to the HSE

The relevant member of staff will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The relevant member of staff 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.

For more serious accidents or injuries that require parents and carers to be contacted, the first aider will complete an accident form and if necessary refer the incident to the senior leadership team for further investigation. Any incident that results in a broken bone or a visit to hospital will result in Form HS157 being completed online.

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);
 - 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 that 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 or An electrical short circuit or overload causing a fire or explosion.

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

<http://www.hse.gov.uk/riddor/report.htm>

Accident records will be kept for a minimum of seven years.

Notifying Parents

The relevant member of staff 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.

Reporting to Ofsted and Child Protection Agencies

The relevant member of staff 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 relevant member of staff will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to. 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 (see list).

Staff are encouraged to renew their first aid training when it is no longer valid. In the EYFS, at all times, at least 1 staff member 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.

Monitoring Arrangements

This policy will be reviewed by the relevant member of staff annually or as appropriate. At every review, the policy will be approved by the headteacher/head of school and the governing board.

Links with Other Policies

This first aid policy is linked to:

- The Health and Safety Policy
- Policy on Supporting Pupils with Medical Conditions

FIRST AID CERTIFICATES

NAME	DATE OF CERT	COMMENTS	RENEWAL
Rachel Murray	25-26/01/23	FPFA, Outdoor FA, Forest School FA & EFAW	01/26
Caroline Brennan	04/09/23	EFAW & FPFA	09/26
Alex Stacey	09/09/22	FPFA	09/25
Lauren Hickey	09/09/22	EFAW	09/25
Sinead O'Sullivan	04/09/23	EFAW & FPFA	09/26
Lily Orme	02/09/22	FPFA	09/25
Regiane Palfrey	09/09/22	FPFA	09/25
Daniel Taylor	04/09/23	EFAW & FPFA	09/26
Denise Taylor	23/10/20	EFAW & FPFA	09/26
Chris Bodycomb	04/09/23	EFAW & FPFA	09/26
Jackie Bourne	04/09/23	EFAW & FPFA	09/26
Michelle Marshall	04/09/23	EFAW & FPFA	09/26

EFAW: Emergency First Aid at Work

FPFA: Full Paediatric First Aid