

# St. Joseph's RC Primary School

First Aid Policy

Review December 2025

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## First Aid Policy

St Joseph's school aims to ensure the health and safety of children, staff and any visitors to the school. This policy outlines the practice and procedures for first aid within our school.

It should be read in conjunction with the following policies which are available on the school's website.

- Safeguarding
- Health & Safety
- Medical Care
- Educational Trips and Visits
- SEND
- Equality Information and Accessibility Plan

This policy is informed by advice from the Department for Education (DfE) in relation to

- First aid in schools, early years and further education
- Health and Safety responsibilities and duties in schools

### First aid

The school is required to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. We are also required to review this assessment periodically to ensure that current provision is adequate. This is undertaken in annual internal and external Health and Safety audits.

St Joseph's school will ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs, so all staff undertaking first aid duties will be given full training in accordance with current legal requirements. The school maintains a register of all trained first aiders in the main school office, what training they have received and when this training took place. Information showing staff trained in first aid and paediatric first aid is displayed throughout the school. Each area of the school building has at least one trained first aider.

The school will maintain an adequate supply of first aid equipment at key areas across the school. Each class has a first aid kit. First aid kits are also located in the staff room, Breakfast Club, front staff

kitchen and main school office. The school will also provide enough information to staff to enable first aid assistance to be sought during normal school hours. The school kitchen has its own first aid kit.

## **AED**

An AED (Defibrillator) is located on the wall opposite the main school office. This can be used by untrained personnel but the school also ensure that all staff have training on what to do in an emergency. The AED is checked regularly. All First Aid trained staff are also AED trained.

## **School Working Day**

The school is open to staff and deliveries from 6.30am and is normally closed at 6.00pm. The school ensures there is first aid provision during all children's after school activities. At times where there are few staff on site (early mornings, late afternoons, governor meetings etc) it is sufficient to have an Appointed Person (who does not have to be first aid trained), a first aid kit, AED, and access to a phone.

## **First Aiders**

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 Headteacher or if not available the school office will contact parents immediately,
- The first aider will complete an accident report on the same day, or as soon as is reasonably practicable.

See Appendix for recognition and management of anaphylaxis.

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
- Access to parents' contact details

Risk assessments using EVOLVE, will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises in keeping with the Educational Trips and Visits Policy

There will always be at least one first aider with the appropriate first aid certificate on school trips and visits in Key Stages 1 and 2.

As required by the statutory framework for the Early Years Foundation Stage, there will always be at least one member of staff with paediatric first aid training accompanying the children.

#### **School staff are responsible for:**

- Ensuring they follow first aid procedures,
- Ensuring they can identify the school's designated first aiders,
- Completing accident reports for all incidents they attend to where a first aider is not called,
- Informing the Headteacher or a member of the Senior Leadership Team of any specific health conditions or first aid needs
- Informing 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.

All children take home an accident report slip if they have received any form of first aid from staff. Whenever a child has a bump to the head, or mark to the face, the attending member of staff informs the school office, who phone to inform parents and carers, regardless of the severity. An accident report slip is also sent home.

#### **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 staff 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 children,
- Reporting specified incidents to the HSE when necessary.

#### **Pupils with identified medical conditions**

*Epi-pens:* Epi-pens will be kept securely in the child's classroom. Access to these medicines is restricted to the named persons. Training will be provided to key support staff working with pupils with

specific conditions to ensure the school's responsibilities identified through individual care plans can be met. All medication is listed on individual children' records and any medication given must be entered onto a record sheet for monitoring purposes.

*Asthma:* Labelled Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, and must inform a member of staff that they are taking a dose. At lunchtimes, inhalers are taken outside. Children are responsible for their own inhaler. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

*Short term medication:* this is kept in the main office/front staff kitchen/EYFS kitchen and administered by a named person. Time and dosage is recorded.

Prescribed medication will only be administered in school when 4 doses have to be taken throughout the day. Instructions and consent form signed by parent/carer.

**NB: No medication (including medicated sweets and topical creams) can be self-administered by a pupil without the permission of the parent: a permission form must be signed at the school office for all medications.**

## **The Governing Board**

The governing board is responsible for strategic management and delegates operational matters and day-to-day tasks to the Headteacher and staff members.

This policy will be reviewed by the Head teacher in conjunction with the Resources Committee every 2 years. who will then report to the full governing board.

## **Record-keeping and reporting**

### **First aid and accident record book**

- Accident report forms are completed for any injury requiring first aid. A copy of this form is sent home with the child to inform parents.
- Following a head injury or mark to the face, regardless of the severity, parents are also informed by a phone call from the school office.
- As much detail as possible should be supplied when reporting an accident.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

## **Reporting to the HSE:**

The Headteacher 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 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.

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 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>

### **Reporting to Ofsted and child protection agencies**

The 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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

### First Aid Trained Staff

Name	Paediatric First Aid Practitioner	3 Day First Aid at Work Course	Emergency First Aid	Date Completed
Mrs V Crompton	✓			17/01/2023
Mrs G Beckley			✓	21/01/2023
Miss B Rogers		✓		27/01/2023
Miss G Furey	✓			16/01/2025
Miss S Bland			✓	04/02/2025
Mrs K Adorjan			✓	04/02/2025
Miss L Matthews	✓			28/02/2025
Ms A Campbell		✓		05/03/2025
Mrs C Ormrod	✓			05/03/2025
Miss C Crompton	✓			20/03/2025
Mrs P Shaw		✓		26/03/2025
Mrs E Rothwell			✓	06/05/2025
Mrs D Dwyer	✓			08/07/2025

## Appendix

