First Aid Policy

St Chad's Catholic Primary School

Approved by:	Martina Parker	**Date:**	September 2026
Last reviewed on:	September 2026		
Next review due by:	September 2027		

Contents

1. Aims……..2
2. Legislation and guidance……...2
3. Roles and responsibilities…….....3
4. First aid procedures……4
5. First aid equipment……..5
6. Record keeping and reporting……...5
7. Training……..7
8. Monitoring arrangements……....7
9. Links with other polices……8

1. Aims

- 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 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 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

3. Roles and Responsibilities

All Paediatric First Aid and First Aid at Work trained personnel 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 (green slip)
- Keeping their contact details up to date
- Our school's Paediatric First Aid and First Aid at Work trained personnel are listed in appendix 1. Details are in the class file in each class, medical room and office.
- All EYFS year groups will be required to have an appointed Paediatric First Aider at all times.
- All medicines will be stored safely in a locked cabinet in SEND room. Pupils will be informed about where their medicines are at all times and be able to access them. They will be administered by Mr Lewis or Mrs McCullough or Mrs Powell with a Teacher or TA to supervise administration. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

The Head teacher 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)

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (green slips) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Their own medication, which must be held securely in a locked cupboard and which is their sole responsibility. Emergency medication kept where all staff can have access (Main School Office, Top of tallest cupboard.)

4. 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, the School Office/Other member of SLT(Senior Leadership Team) 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

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

- Parents' contact details
- Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider with a current paediatric first aid certificate/Level 3 on Reception school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For all trips, there will always be at least one first aider.

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
- 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:

- The first aid station(outside staff room) medical room
- LTS – First aid bum bags for each playground (stored in school hall)
- In each classroom (green wallet bag or box)
- Additional supplies (Pupil support/SEND office)

6. Record-keeping and reporting

- **First aid and accident record book**
- An accident form will be completed by the first aider 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. Accident forms are available from the school office.
- 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 School Office 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**)**.
- It is the responsibility of the school Business Manager to report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. The school L3 First aider/Business Manager will report these to the local authority BCC (Birmingham City Council – Schools – Accident, incident and Near Miss Report Form)

- **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

- **Notifying parents**
- The first aider will issue child with green slip or class teacher 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.
- For minor injuries this will be via a first aid slip. Head injuries and other more severe injuries a phone call home and/or informing parent/carer on collection will be required.
- 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 Head teacher will also notify BCC Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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.
- Staff are encouraged to renew their first aid training when it is no longer valid. It is the responsibility of the member of staff to be aware of the expiration date of their certificate and to notify the Business Manager of this within six months of the date.
- 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.

Level 3 – First Aid at Work

- Miss Ryan……Deputy Head Teacher
- Mr Lewis……..Family Support Worker
- Miss McCullough……HLTA

Level 3 – Paediatric First Aider

- Miss Perkins……Year 3 Teacher
- Miss Ryan.....Deputy Head Teacher
- Mrs Hopkins.....Reception Class Teacher

- Mrs Wheatly.....SENDco
- Mrs Reynolds.....SEND HLTA
- Mr Lewis.....Family Support Worker

8. Monitoring Arrangements

- This policy will be reviewed by a member of the Senior Leadership Team every year
- At every review, the policy will be approved by a named governor – Carla Lowes and Senior leader - Maria Ryan who manages allergy safety arrangements within the school the Department for Education & Health, local healthcare professionals, the school health service, parents/careers, and governing body.

9. Links with other policies

- This first aid policy is linked to the Health and safety policy
- Policy on supporting pupils with medical conditions
- Managing Medicines policy
- Asthma policy