



First Aid Policy

2026 - 2027

Date written:	September 2026
Date agreed by Governors:	September 2026
Date to review:	September 2027

'The Love of Christ Shines Here'

Our School is Christ-centred where Gospel values permeate our daily lives.

We extend our hand of friendship to the wider community in the spirit of love, peace and justice.

We create opportunities to celebrate the uniqueness of every child and nurture them through a stimulating and enriching curriculum.



First Aid Policy

Our Lady and St. Philomena's Catholic Primary School is committed to providing a safe, healthy and supportive environment for all pupils, staff and visitors. This policy sets out the school's framework for managing first aid provision, ensuring prompt medical attention when injuries or illnesses occur, and maintaining full compliance with statutory requirements.

1. Statutory and Legal Framework

This policy operates in accordance with the following legislation and statutory guidance:

- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE Statutory Guidance: First aid in schools, early years and further education
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- DfE Statutory Guidance: Supporting pupils at school with medical conditions
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE Statutory Guidance: Keeping Children Safe in Education

2. Roles and Responsibilities

The Governing Body

- Ensures that robust health and safety policies and first aid procedures are implemented.
- Reviews first aid provision annually through suitable risk assessments.
- Ensures adequate funding and resources are allocated for first aid equipment, training and facilities.

The Headteacher

- Ensures operational compliance with first aid regulations and statutory guidance.
- Ensures that an adequate number of trained first aiders, including Paediatric First Aiders (PFA), are present on site at all times and on off-site visits.
- Oversees the monitoring, recording and statutory reporting of accidents and injuries.
- Ensures that appropriate training is maintained and refreshed before certification expires.

Designated First Aiders

- Respond promptly to calls for first aid assistance.
- Provide immediate, appropriate medical care within the scope of their training.
- Assess whether emergency services (999) are required.
- Ensure all first aid treatment is accurately logged on the school's central recording system.
- Maintain confidentiality regarding pupil and staff medical information.

All Staff

- Know who the qualified first aiders are and where first aid kits are located.
- Escort or arrange for injured pupils to receive first aid treatment without delay.
- Report any safety hazards, deficiencies in first aid supplies or near-misses immediately to the Finance Officer.



3. First Aid Risk Assessment and Staffing Provision

The school conducts a regular First Aid Risk Assessment to determine the required level of first aid provision, taking into account site layout, pupil age groups, pupils with specific medical needs and high-risk activity areas (such as PE, outdoor play and science).

Certified Qualification Standards

- **Paediatric First Aid (PFA):** At all times when EYFS pupils (Nursery and Reception) are on site or on educational visits, at least one qualified PFA certificate holder will be present.
- **First Aid at Work (FAW):** Fully trained first aiders hold valid 3-day FAW certificates to cover complex adult and pupil needs.
- **Emergency First Aid at Work (EFAW):** Designated staff hold valid 1-day EFAW certificates for emergency response during break times and sports activities.

Lists of qualified first aiders and their specific certifications are displayed in the main school office, staffroom, medical room and key communal areas.

4. First Aid Equipment and Facilities

Medical Room

The school maintains a dedicated Medical Room equipped with a handwashing sink, examination couch, first aid storage cabinets and appropriate personal protective equipment (PPE).

First Aid Kits

First aid containers are marked with a white cross on a green background and are stocked in accordance with HSE guidance. First aid kits are located in:

- Main School Office and Medical Room
- All classrooms
- School Kitchen and Dining Hall
- Travel Kits for Educational Visits and Off-Site Sports Events

The Key Appointed Person inspects and replenishes all first aid kits on a monthly basis, replacing expired or used items immediately.

Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is located near the main entrance in the resource room. The device is checked regularly to ensure it is fully operational. Designated staff receive awareness training on AED operation, though the device provides clear voice prompts for any user in an emergency.

5. Incident Response and Emergency Procedures

Routine In-School Incidents

1. Minor injuries (e.g. small cuts, grazes, minor bumps) are treated by a qualified first aider in the medical room or designated first aid area.
2. Hygiene protocols must be followed: disposable nitrile gloves must be worn, and single-use sterile wipes used for cleaning wounds.
3. The pupil is observed before returning to class.



Emergency Response (999 Calls)

In the event of a severe injury, collapse, severe allergic reaction (anaphylaxis), major breathing difficulty or loss of consciousness:

1. The first aider or nearest staff member immediately dials **999** for an ambulance.
2. A staff member is dispatched to the main entrance to meet and direct emergency responders.
3. Parents or carers are notified immediately by telephone by the main office team.
4. If a parent/carer cannot arrive before the ambulance departs, a member of staff will accompany the pupil to hospital and remain with them until a parent/carer arrives.

Head Injuries and Concussion Protocol

- Any injury involving a bump or blow to the head, regardless of how minor it appears, must be assessed by a qualified first aider.
- Parents/carers must be notified on the same day via phone call or direct Arbor app message, accompanied by a standard **Head Injury Advice Slip**.
- Staff must watch for signs of concussion (e.g. dizziness, nausea, confusion, severe headache or vision changes). If symptoms develop, emergency care must be sought immediately.

6. Record Keeping and Statutory Reporting

Internal Logging

Every first aid treatment provided must be logged on the school's central incident logging system within 24 hours. Records must include:

- Date, time and precise location of the incident
- Name and class/role of the injured person
- Nature of the injury and details of first aid treatment given
- Name and signature/id of the administering first aider
- Confirmation of parent/carer notification – where applicable

Statutory RIDDOR Reporting

The Finance Officer is responsible for reporting specified serious incidents to the Health and Safety Executive (HSE) under RIDDOR within statutory timeframes:

- **Fatalities and Specified Major Injuries:** Reported without delay (and within 10 days).
- **Over-7-Day Injuries for Staff:** Incidents causing incapacitation for more than seven consecutive days reported within 15 days.
- **Hospital Treatment for Non-Employees (Pupils/Visitors):** Accidents arising out of or in connection with work/school activities that result in a pupil or visitor being taken directly from the scene to hospital for treatment.

7. Off-Site Educational Visits

- Every educational visit or residential trip undergoes a formal risk assessment that includes first aid arrangements.
- A designated qualified first aider (including a Paediatric First Aider for EYFS trips) must accompany every off-site visit.
- Fully stocked travel first aid kits, emergency contact lists, individual pupil healthcare plans and any prescribed medication (e.g. EpiPens, inhalers) must be carried by trip leaders.



8. Hygiene, Infection Control and Bodily Fluids

- First aiders must adopt standard infection control precautions when treating injuries.
- Disposable gloves, aprons and face shields (where appropriate) must be worn when dealing with blood or bodily fluids.
- Soiled dressings and clinical waste must be disposed of in yellow biohazard clinical waste bins.
- Splashes of blood or bodily fluids on surfaces must be cleaned using approved disinfectant products by trained cleaning/site staff.

9. Policy Review and Monitoring

This policy will be reviewed annually by the Governing Body in consultation with the Headteacher and Finance Officer, or sooner if statutory guidance or local health authority advice changes.