St John Henry Newman

Catholic Primary School

First Aid Policy

Approved: October 2026

Next Review Date: October 2027

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 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

Appointed person(s) and first aiders

- The school's appointed person is Helen Goodliffe. 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)
- Keeping their contact details up to date
- Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.
- Ensuring the school's in-house defibrillator has a fully working battery and stocked resource pack.

The Governing Body

The governing body 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.

The Headteacher

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

- Ensuring that an appropriate number of 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)

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 on Medical Tracker for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager (or close colleagues) of any specific health conditions or first aid needs

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 the 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 named first aider/Headteacher will contact parents immediately
- The relevant member of staff will complete an accident report form via Medical Tracker on the same day that the incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises within EYFS at all times.

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 including, at minimum:
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 1 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins

- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.
There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on EYFS 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:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits.

First aid kits are stored in:

- The medical bay
- Reception (at the desk)
- Design and technology classroom
- The school kitchens
- At designated points around the school building

6. Record-keeping and reporting

First aid and accident record book

- An accident form will be completed on Medical Tracker 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 must be supplied when reporting an accident.
- A copy of the accident report form will also be saved on Medical Tracker and emailed to all relevant staff e.g. child's class teacher.
- If the incident involves a head injury, staff members will also notify the school office, who will call the children's parent or guardian to inform them of the incident and give the opportunity to come in and assess themselves.
- Parents/carers will either be communicated with regarding the incident - this may be by being sent a copy of the accident report via Medical Tracker or verbally either in person or via telephone.
- Records 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 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 HSE 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 scalding 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 heatinduced 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 inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day via Medical Tracker or through verbal communication. If the pupil has sustained a head injury, this will be via phone call by the school office (see procedure above).

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 Peterborough Local Authority 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.

- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.
- 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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

- This policy will be reviewed by the Headteacher and the Governing Body annually.
- At every review, the policy will be approved by the full governing board.

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

Appendix 1: list of appointed persons(s) for Paediatric First Aiders

STAFF MEMBER'S NAME	ROLE
Mark Cooper	Headteacher – **Responsible for First Aid**
Helen Goodliffe	HLTA – **Responsible for First Aid**
Sandra Lopez	Assistant Headteacher
Catherine Lyons	SENCo
Michelle Galietti	Teaching Assistant
Deana Jordan	Pastoral Staff
Amel Elkaloush	Teaching Assistant
Sophie Bates	Teacher
Eve Stokes	Teaching Assistant
Laura Del Conte	Teaching Assistant
Paula Warrener	HLTA
Sam Spencer	Teaching Assistant
Siddiqa Raffiq	Teaching Assistant
Matt Babbs	Caretaker
Laura Spaven	Assistant Headteacher
Karolina Fiszer	Teaching Assistant
Maria Guy	Teaching Assistant