



First Aid Policy

Version:	1
Date created/updated:	27.6.2025
Ratified by:	Local Governing Body
Date ratified:	07.07.2025
Date issued:	September 2025
Policy Review Date:	September 2027
Post Holder Responsible for Review:	Principal



Our journey with Christ

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This First Aid Policy has been approved and adopted by St Mary's RC Primary School in September 2025 and will be reviewed in September 2026.

Signed by the Chair of the Local Governing Body for St Mary's RC Primary School:

Signed by the Principal for St Mary's RC Primary School:





At St Mary's, we are called together to love, learn and care like Jesus – for ourselves and each other – always trusting in him.

At St Mary's RC Primary School, we are committed to the good health and well-being of our pupils. This document sets out our approach in two important areas:

First Aid

This is the care given to minimise injury, future disability, to preserve life and aid recovery until professional care is available.

- First aid must only be administered by a qualified first aider.
- First Aid kits are located in every classroom, more extensive equipment is located in the First Aid cupboard in the foyer. Materials found in First Aid kits or in the First Aid cupboard are for the sole use of First Aiders.
- A defibrillator is available near the front door.

This document takes into account the requirements of the statutory provision of First Aid.

Principles

The Health and Safety (First Aid) Regulations 1981, require employers to provide trained persons, equipment etc., if they become ill or are injured at work or under the jurisdiction of the school, on or off the site.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition
- Promote recovery

First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurses, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment by a medical practitioner or nurse.

Medical emergencies include loss of consciousness or serious physical injury. In these circumstances immediately call 999.

Normally staff should contact the school office who will inform SLT and call for an ambulance.

However, staff must use their professional judgement if they feel they need to call an ambulance directly.

It should be noted that the treatment of minor illnesses by the administration of tablets or medications does not fall within the definition of First Aid.

Roles and Responsibilities



The Principal will:

- Ensure that the culture of the school supports the safety and well-being of the pupils.
- Ensure adequate qualified First Aiders are available
- Ensure policies and procedures are appropriate, clear and adhered to
- Ensure appropriate equipment and resources are available
- Ensure all reportable incidents are dealt with appropriately

The First Aider will:

- Ensure they only carry out interventions appropriate to their training
- Ensure their training is up to date and refreshed in a timely manner
- Follow the agreed school policies and procedures

Managing Incidents

Any incident must be reported to the school office with an indication of the seriousness of the situation.

The school office will contact the appropriate First Aider who will attend the scene as soon as possible.

Minor Incidents

- The First Aider will assess the situation.
- The First Aider will decide on the best course of action.
- For minor incidents, the First Aider will treat the injury and then make follow-up arrangements. This may include returning the child to class, arranging for some supervised time and/or managing contacting with home to discuss the next steps depending on the first aid given.
- It is the parent's responsibility to arrange collection of the child and any other further medical intervention if this is necessary.
- Any head injuries must result in a "bumped head" letter.
- For minor incidents, the First Aider must ensure that the school office is made aware and discusses the appropriate person to contact home to explain what happened and the action(s) taken.
- Following the incident, the First Aider must replenish the First Aid equipment and record details into the First Aid log kept in the school office. This is a statutory requirement.

Serious Incidents

The First Aider or another member of staff on the scene may decide that an ambulance is required.

For urgent cases they should either call for an ambulance or ensure the Office does so. The Office should also inform a member of the SLT immediately.

If the situation is not urgent, the School Office should contact SLT who will make the decision whether or not to call an ambulance in conjunction with the First Aider. This may involve contact with parents.

If the paramedics deem it necessary to take the child to hospital a member of staff MUST accompany them unless Parent/Carer can do so. Usually, a member of SLT will carry out this role or relieve the staff member at hospital as soon as possible.



A member of SLT will contact parents to explain what has happened and where the child is being taken to. The school will ensure a member of staff remains at the hospital until the parent arrives.

Follow Up

The Principal will:

- ensure that any reportable accidents are dealt with appropriately
arrange for investigation of accidents as appropriate
- review accident reports and take appropriate action to reduce the likelihood of re-occurrence.

Statutory Requirements on Reporting Accidents

- Under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 some accidents must be reported to HSE.
- The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include; the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than 7 days (including weekends or public/bank holidays).

NB. over 3-day injuries must still be recorded as such in the accident log/book

An accident that happens to pupils or visitors must be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

As with fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within 10 days.

The school must keep a record of any First Aid treatment given by First Aiders. This should include:

- the date, time and place of the incident
- the name and class of the injured person
- details of the injury/illness and the First Aid given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the First Aider or person dealing with the incident.

Monitoring and Review

This policy will be reviewed on a regular basis to confirm that the arrangements are still appropriate. A review will also take place if there are any significant changes in the arrangements and also after any significant incident to ensure that the policy was sound in content.

References

This policy is written in accordance with the DfE/Dept. for Education and Employment document "Guidance on First Aid for Schools".

