



# St Ignatius Catholic Primary School

*“Achieving our best by learning together and serving one another with Christ by our side”*

## First Aid Policy

<b>Review period</b>	Annually
<b>Policy updated</b>	March 2026
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## 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**

#### **3.1 Appointed person(s) and first aiders**

The school's appointed person is Mrs N Wright, our Admin and Welfare officer. 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
- Manage Medical Tracker for reporting accidents and incidents

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
- Recording an incident/accident on Medical Tracker daily
- Keeping their contact details up to date

Our school's Paediatric First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

#### **3.2 The governing board**

The governing board 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.

### **3.4 The headteacher**

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

- Ensuring that an appropriate number of First Aiders 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)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing Medical Tracker for all incidents they attend to where First Aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 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 parent
- If emergency services are called, the School Office team will contact parents immediately
- The First Aider will report an incident/accident on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury

## **Allergies**

An Individual Healthcare Plan will be completed for children with severe allergies including those that may suffer anaphylaxis. If a child requires an auto-injector pen, it is the parent's responsibility to provide a minimum of one to the school (we will request two) and ensure that these are replaced before they expire. Any information on food allergies will be shared with staff. Parents are responsible for supplying the school staff and caterers with required information about their child's allergy and updating the school of any changes to their child's allergies. We will work closely with parents to enable children with food allergies to feel integrated not isolated.

### **Nut allergies**

Our catering is run by Cucina, who do not use nuts as an ingredient in any of their food. We also request that nuts are not included in packed lunches. Whilst we will do all we can to minimise the risk, we do not claim to be a 'nut free' school. A complete nut free school is an artificial environment that would not be the same as the 'real world'. We believe that a 'whole school awareness of allergies' is a much better approach, as it will make teachers, pupils and all other staff aware of what an allergy is, the importance of avoiding the child's triggers, the signs & symptoms, how to deal with allergic reactions and facilitate 'duty of care' procedures to minimise risk.

### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit
- Knowledge about the specific medical needs of pupils

Risk assessments will be completed by the lead teacher and quality assured by a Senior Leader 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 on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. All medications, such as asthma inhalers, auto-injector pens are taken on every off site trip.

Staff to liaise with the school, if the parent needs to be advised of any injuries or illnesses.

## **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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school kitchen
- Classrooms

## **6. Record-keeping and reporting**

### **6.1 First aid and Medical Tracker**

- Medical Tracker will be completed by the first aider or relevant member of staff who was present at the accident scene 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
- Records held on Medical Tracker will be retained in accordance with the school's retention scheme and regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Reporting to the HSE**

The Office Manager 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 Office Manager 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, but not limited to:
  - 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>

### **6.3 Notifying parents**

The Welfare Officer will inform parents of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable, if deemed necessary.

### **6.4 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 Surrey Safeguarding Children Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

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. This register is maintained by the welfare officer and kept in the school office and on the shared drive.

Staff are encouraged to renew their first aid training when it is no longer valid.

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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Governing Body.

## **9. Links with other policies**

This first aid policy is linked to the:

- Health, Safety and Welfare policy
- Policy on supporting pupils with medical conditions
- Intimate Care and Toileting Policy

**Appendix 1: list of trained paediatric first aiders**

## Paediatric First Aiders

Staff Member	Location	Certificate Valid Until	Photo
Mrs N Wright	School Office	13th October 2027	
Ms C McCarthy	School Office	27th November 2027	
Ms K McCormack	School Office	30th January 2028	
Mrs C Tunnicliffe	School Office	14th July 2028	
Miss Z Palmer	Hedgehogs Class Teacher	27th November 2027	
Mrs J Fernandes	HTLA	3rd March 2027	
Miss A Colin	Year 2 & 3 Teaching Assistant	14th July 2028	
Mrs L Watterson	EYFS Teaching Assistant	3rd March 2027	
Mrs K Osmond	Year 3 Teaching Assistant	19th October 2028	