

First Aid Policy

2026_2027



'The Love of Christ impels us'

To be

Ready, Respectful, Safe

**'To love one another as I have loved
you'**

Reviewed: Spring 2026

FOREWORD

The Governing Board recognises that making appropriate provisions for first aid of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This policy, together with its supporting documentation and arrangements will enable us to meet our legal obligations and contribute positively to our objective of providing first aid to all the users of our school's services.

We require all staff to be familiar with the contents of this policy.

Statement of Policy

1.1 Scope

This First Aid Policy is specific to [St Peters and St Pauls Catholic Primary School](#) and it is supported by regulations and guidance from other relevant organisations, such as the Health and Safety Executive (HSE), Department for Education (DfE), the Local Authority and other agencies.

The policy recognises our legal duties and responsibilities and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by minimising the impacts of ill health and injuries.

1.2 Aim

To provide first aid support to all employees and service users, to preserve life and minimise the consequences of illness and injury until professional medical support is available and to treat minor injuries which do not need treatment by the professional medical services.

1.3 Objectives

It is the responsibility of the Governing Body via the Head Teacher together with the school's Senior Management Team to ensure that appropriate first aid arrangements are in place

The main objectives of this policy are:

- I. to provide a safe environment where staff and pupils know how to respond in case of medical need, where staff are well trained and where facilities and resources for first aid are well maintained.
- II. to maintain effective practical arrangements for responding at the point of need, both on and off site.
- III. to ensure that first aid is administered in an effective, timely and competent manner.
- IV. to ensure high standards of staff first aid training, updated at least every three years. The number of trained first aiders should, as a minimum, meet the requirements of the school's first aid needs assessment and the requirements of regulations and statutory guidance.
- V. to maintain accurate records of accidents and other first aid incidents and follow regulations on reporting to the Health and Safety Executive.

- VI. to ensure suitable first aid arrangements are in place to support pupils with particular medical conditions;

Responsibilities and Organisation

This policy should be read in conjunction with the Islington Council Safe Working Arrangements for First Aid at Work and First Aid Guidance for Schools. The guidance provides detailed descriptions of first aid responsibilities and requirements.

2 Responsibilities

2.1 Head Teacher's responsibilities

To ensure that an appropriate First Aid Needs Assessment has been undertaken place and that the appropriate arrangements are in place, including,

- A person in the school is appointed to manage first aid on a day-to-day basis (Senior First Aider)
- Trained First Aiders and Paediatric First Aiders are available at all appropriate times.
- First aid equipment (kits) and suitable first aid accommodation is available and properly maintained. This includes equipment to be used in off-site visits and school vehicles (where applicable).
- All staff, contractors and volunteers are appropriately briefed and trained about first aid arrangements and know how to summon help in an emergency.
- Appropriate records of all first aid administered are maintained in line with the LBI borough Medicine Policy

2.2 First Aid Co-ordinator (Senior First Aider) responsibilities

The day to day responsibility for ensuring that first aid arrangements are managed:

- a. Be the focal point for first aid matters and liaise with the school's health and safety co-ordinator (SBM) as necessary.
- b. Ensure first aid equipment and accommodation is regularly checked and maintained in good order and appropriate locations.
- c. Maintain a list of qualified First Aiders and Paediatric First Aiders and arrange with the Health and Safety Co-ordinator for training and re-training as appropriate.
- d. Support the head teacher with briefing and training of staff in first aid.
- e. Maintain appropriate first aid instruction notices around the school and undertake the first aid risk assessment annually.

2.3.1 First Aider and Paediatric First Aider responsibilities

First aiders, including paediatric first aiders, should provide support to persons who are unwell or injured, in order to save life and prevent deterioration in health. They should use the methods taught during their training. See the guidance for detailed responsibilities.

In addition, first aiders should take responsibility for any first aid equipment/kits and health stations allocated to them and ensure they are checked **at the start of half term** and properly maintained.

Use the medicine and H&S policies and procedures as appropriate in emergency or other circumstances.

Ensure first aid kits are taken on trips and during fire drills/emergencies.

Return medication at the end of the academic year and check against medical list that it is returned in a plastic pouch and labelled with the correct picture, class and details as per medicine policy.

Advise the H&S officer of any requirement or risks, near misses that affect the facilities or premises.

Employees (including temporary staff and volunteers) responsibilities

Ensure they know the school's arrangements and how to summon assistance.

3 Organisation

3.1 First Aid Equipment

First Aid containers / kits to BS 8599-1:2011 (see Safe Working Arrangement - First Aid at Work, Appendix 5) are kept at the following locations.

Classrooms, Staff Room, Medical Room

3.2 First Aid Accommodation

The First Aid Room is located at on the Ground Floor ***next to the school office*** and is equipped as recommended in the HSE's Guidance L74.

3.3 Record Keeping

All first aid events should be recorded with surnames of child and first aider and notify parents by telephone/letter. All RIDDOR accidents to be recorded in an accident report and given to the HT to sign so that it can be recorded on the LBI IRIS system by the SBM. Medicine to be recorded and signed by two members of staff where possible.

3.4 Pupils with Medical Conditions

First aiders are to be informed if a pupil with a medical condition is likely to need special emergency treatment. They should have access to the relevant health care plans in their Health Care File in their classroom in their health station cabinet.

3.5 Informing Parents

Whenever a pupil under the age of 16 has an accident or requires first aid treatment, their parents/ guardians/ carers should be informed by the first aider/school office.

Parents to be informed immediately by telephone if:

- *they suffer any form of **head injury**.* Parents should be told details of what has happened, what visible injury there is, how the child is feeling or appears to be, the treatment they have received and the option to come and collect them, if they wish.

The head injury letter/email (see Appendix 1) must also be given/sent to the parent and a copy kept by the school.

- *the injury the child has sustained may require treatment at **hospital** but is not an emergency.* Parents should be told details of what has happened, what visible injury there is, how the child is feeling or appears to be, the treatment they have received and the option to come and collect them if they wish and take them to a hospital or doctor.
- *an **ambulance** has been called* because the child's injuries maybe serious and require emergency treatment, the parent's should be informed of which hospital they are being taken too and who has accompanied them,

If a child suffers a less serious accident their parents should be informed upon collection at the end of the session/day (where children are collected) or by a letter or email (for children who are not collected).

Appendix 1 **Head bump letter/email for parents (copy to be kept by school)**

Dear Parent/Guardian

Head Bump

<Name of Pupil> had a bump to his/her head today at <time>. In accordance with our First Aid policy, a qualified first aider or paediatric first aider assessed and monitored <Name of Pupil> within our first aid treatment room and no ill health effects were observed.

Description of how head injury occurred

.....

.....

.....

.....

We request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.

Further information about head injuries is available from NHS Choices at

<https://www.nhs.uk/conditions/minor-head-injury/symptoms/>

Yours faithfully

Head teacher

.....