



Holy Family Catholic Primary School  
**First Aid Policy**



Responsible for Reviewing this Policy:  
**FULL GOVERNING BODY**

Member of Staff Responsible for this Policy:  
**E Allonby**

**Reviewed June 2025**

Mission Statement

Holy Family School aims to develop our children's all round potential in a happy, secure and disciplined environment. To achieve this, we are committed to a partnership of parents, carers, staff, governors and the parish. Our school is founded on faith in Jesus Christ and his teachings and we accept the guidance of the Catholic Church in establishing that foundation.

**In all things love.**



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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.

### 3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

The appointed person does not need to be a trained first aider.

### **3.1 Appointed person and first aiders**

The school's appointed people are Emma Allonby and Stephanie Baldwin. 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 MCAS 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 appointed person and 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 appointed persons and/or trained 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)

### **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 accident reports (see appendix 2) for all incidents they attend to

- 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 will notify a member of the Senior Management Team if they judge that a pupil is too unwell to remain in school, the SMT member will confirm that parents will be contacted and asked to collect their child. Upon their arrival, the parents will be given a copy of the first aid form and recommendations for further care of the child once in the care of their parents/carers.
- If emergency services are called, the office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details if out of school hours

Risk assessments will be completed by the trip 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.

For KS1 and KS2

There will always be at least one first aider on school trips and visits.

#### **5. First aid equipment**

A typical first aid kit bags in the classrooms will include the following:

- 3 pairs of disposable gloves
- 5 low adherent dressings
- 1 roll of Hypoallergenic Adhesive tape
- 10 Hypoallergenic plasters

2 wound dressings  
1 pack of 5 sterile gauze swabs  
1 triangular bandage  
20 wound cleansing wipes  
1 whistle  
2 frozen cold packs stored in the insulated bags  
4 disposable aprons  
4 masks

All medication brought into school must be checked and the appropriate form be completed. (See Appendix 2 and 3) No medication is kept in first aid kits. - Medication that does not require refrigeration are stored in the designated medical boxes or, for short-term use, in the school office.

Medication requiring refrigeration are stored in the fridge in the staffroom.

First aid stations are located in the:

- Key stage 1 medication is outside the Afterschool club kitchen.
- Key stage 2 medication is stored in the staff room
- The defibrillator is located by the junior hall
- School paracetamol, piriton and aspirin is located in the office medical box.

The first aid stations should include the following:

1 box of disposable gloves  
5 low adherent dressings  
1 roll of Hypoallergenic Adhesive tape  
20 Hypoallergenic plasters  
6 medium wound dressings  
2 large wound dressings  
eye wash(sterile water)  
2 Sterile eye pad  
1 sterile finger dressing  
2 packs of 5 sterile gauze swabs  
4 triangular bandage  
1 scissors with rounded ends  
20 wound cleansing wipes

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

### **6.1 First aid and accident record book**

- An accident will be recorded by hand on the accident report form by the person administering first aid or relevant member of staff 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.

- Mrs Barnes will then record the incident to MCAS and a first aid notification will be sent through to parents.
- School will retain the hand written forms.
- Records held 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.

## **6.2 Reporting to the HSE**

The school will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The business 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:*
- 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**

A relevant staff member will inform parents of any major accident or head injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### 6.4 Reporting to Ofsted and child protection agencies

The head teacher 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 DSL and/or Head teacher will also notify Blackpool Safeguarding officer and the Lancaster diocese 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 (see appendix 3).

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 SMT every two years.

At every review, the policy will be approved by the SMT and the Full governing body

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 Dof E 2015

#### Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name Role Contact details

Staff name	Role	Training
Emma Allonby	Appointed Person	First Aid in the workplace (March 2026)
Stephanie Baldwin	Appointed Person	Paediatric First Aid until 23/1/28
Hollie Mattinson	First aider	28/4/26 First Aid in the workplace
Hollie Kelsh	First aider	First Aid in the workplace
Laura Hill	First aider	First Aid in the workplace
Sally Parker	First aider	Paediatric First Aid until 17/5/27
Claire Deegan	First aider	Paediatric First Aid until 23/1/28

Lynsey Salt	First aider	Paediatric First Aid until 23/1/28
Tracey Whitmore	First aider	First Aid at work until 18/10/26

A log of all training is kept by Mrs Barnes.

**Appendices of letters to parents regarding medicine in school:**





### Holy family SHORT TERM Medical Conditions



We will hold and administer medicines prescribed for short-term medical conditions, such as calpol, which must be given at regular intervals.

Name of Child:	
Date of Birth:	
Year group:	
Nature of medical condition (including signs and symptoms):	
Name of prescribed medicine	
Expiry date of medicine:	
Dose/frequency/action required:	
Any other relevant information:	
<b>I am the parent/carer of the above named child and I authorise the school to administer the above medicine to my child. I agree to this information being shared with staff to ensure effective medical cover.</b>	
Print name:	Signed
Relationship to child	



### Holy family Ongoing Medical Conditions



We will hold and administer medicines prescribed for ongoing medical conditions such as inhalers for asthma or medication prescribed for emergency situations linked to conditions such as food allergies, which could be life threatening. It is VITAL that we have an up-to-date record of your child's medical needs and it is **your responsibility** to ensure that school have the necessary medication, which is in-date, in school.

Make an appointment to see Mrs Mather, our Learning Mentor, if you need to discuss any concerns around your child's health needs.

Name of Child:	Photo:
Date of Birth:	
Year group:	
Nature of medical condition (including signs and symptoms):	
Name of prescribed medicine	
Expiry date of medicine:	
Dose/frequency/action required	
Any other relevant information:	
<b>I am the parent/carer of the above named child and I authorise the school to administer the above medicine to my child. I accept responsibly for updating the school to any changes to my child's medical needs and ensuring that school have the prescribed in-date medicine in school. I agree to this information being shared with staff to ensure effective medical cover.</b>	
Print name:	Signed
Relationship to child	



### Holy family Food Allergies/Intolerances



Name of Child:	Photo:
Date of Birth:	
Year group:	
My child cannot eat the following foods or ingredients for medical or cultural reasons (please detail):	
What happens if my child digests or comes into contact with the food/ingredient?	
Is medical attention required immediately (please circle)? YES/NO	
Any current medication required if your child comes in contact with the food/ingredient (Please state below and provide medication that is required):	
<b>It is your responsibility to update school on any changes to the information above and to provide medication if necessary.</b>	
Print name:	Signed
Relationship to child	