



St Matthew's Catholic Primary School

First Aid Policy

October 2026

Approved by	Governors	Date: October 2026
Last reviewed on	October 2026	
Next review due by	October 2027	

1. Purpose and scope

St Matthew's Catholic Primary School is committed to providing prompt, appropriate first aid to pupils, employees, visitors and others on the premises and during school activities. This policy sets out the school's arrangements for first aid, including responsibilities, training, facilities, recording, reporting and provision for educational visits and the Early Years Foundation Stage (EYFS).

The policy applies during the school day, on educational visits and school-organised activities, and during school-run activities outside normal hours where the school has responsibility for first aid provision.

2. Legal framework and guidance

This policy has been updated with regard to current requirements and guidance applicable in England, including:

- Health and Safety at Work etc. Act 1974;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- School Premises (England) Regulations 2012;
- Department for Education, First aid in schools, early years and further education;
- Early Years Foundation Stage statutory framework for group and school-based providers, effective 1 September 2026;
- Health and Safety Executive (HSE) guidance on first aid at work and incident reporting in schools;
- Data Protection Act 2018 and UK GDPR, in relation to the handling of personal and special category data.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, Health and Safety Policy, Educational Visits procedures, safeguarding procedures and any relevant Trust or local authority health and safety arrangements.

3. Principles of first aid provision

The school will complete and keep under review a first aid needs assessment. The assessment will determine the appropriate number and type of trained personnel, first aid equipment and facilities required, taking account of the school site, activities, staffing, pupils' needs, educational visits and foreseeable absences.

- First aid provision will be available whenever people are on the school premises and for school activities off site.
- The school will ensure adequate cover for foreseeable staff absence and off-site activities.
- First aiders will act within the scope of their training and will obtain emergency or professional medical assistance when required.
- Staff, pupils and visitors will be given appropriate information about how to obtain first aid and where first aid facilities are located.

4. First aid personnel and training

The Headteacher, on behalf of the school and employer, will ensure that first aid arrangements are adequate and appropriate and are informed by the first aid needs assessment.

The school will maintain an up-to-date list of trained first aiders and the expiry dates of their qualifications. Staff undertaking first aid duties will receive training from a competent provider appropriate to the role and risks identified. First aid certificates are normally renewed before expiry, and refresher training will be encouraged as appropriate.

The nominated First Aid Lead is Claire Bamborough, who oversees day-to-day first aid arrangements, equipment and supplies, subject to the overall responsibilities of the Headteacher and employer.

4.1 EYFS paediatric first aid

For children within the EYFS, at least one person with a current full paediatric first aid (PFA) certificate, meeting the criteria in the statutory EYFS framework, must be on the premises and available at all times when children are present and must accompany children on outings. PFA training must be renewed every three years. Staffing and the layout of the premises will be considered so that a paediatric first aider can respond quickly in an emergency.

The school will also comply with any additional PFA qualification requirements that apply to staff included in EYFS staff:child ratios.

5. First aid facilities and equipment

The KS1 Intervention Room is the school's designated medical/first aid room. The main first aid cupboard is located there.

- First aid containers will be stocked in accordance with the first aid needs assessment and will be clearly identifiable and readily accessible.
- Portable first aid kits will be available for educational visits and other activities where required by the risk assessment.
- First aid kit contents will be checked regularly, restocked as soon as possible after use and expired items disposed of safely.
- Inventories and expiry dates will be monitored by the First Aid Lead or a delegated competent person.
- Where practicable, first aid equipment will be located near hand-washing facilities.

6. Roles and responsibilities

6.1 Headteacher

- Ensure suitable first aid arrangements are in place and reviewed through the first aid needs assessment.
- Ensure staff know how to summon first aid, who the trained first aiders are and where equipment and facilities are located.
- Ensure relevant information about pupils' medical conditions and individual healthcare plans is available to staff who need it, in accordance with data protection requirements.
- Ensure arrangements are made for educational visits, after-school activities and foreseeable staff absence.
- Ensure accidents and incidents are appropriately recorded, investigated where necessary and reported to the employer, HSE, Ofsted or other agencies where a statutory reporting duty applies.
- Ensure patterns and trends in accidents are reviewed to inform risk management and the first aid needs assessment.

6.2 First Aid Lead

- Maintain oversight of first aid equipment and supplies and arrange regular checks and replenishment.
- Maintain the school's list of first aiders and training expiry dates and alert leaders to renewal needs.
- Support the monitoring of accident/first aid records and identify matters requiring escalation.
- Support staff induction and communication of first aid arrangements.

6.3 Trained first aiders

- Respond promptly when requested and provide first aid within the limits of their training.
- Assess the casualty and call 999 or arrange other professional medical assistance when required.
- Use appropriate infection prevention measures, including suitable personal protective equipment where there is a risk of contact with blood or body fluids, and wash hands after treatment.
- Complete the school's first aid/accident record accurately as soon as practicable after the incident.
- Ensure used or contaminated materials are disposed of safely in accordance with the school's infection-control and waste arrangements.
- Report equipment shortages, serious incidents and concerns promptly to the First Aid Lead or Headteacher.

6.4 All staff

- Familiarise themselves with the school's first aid arrangements and know how to summon assistance.
- Take reasonable steps to secure the welfare of a pupil in an emergency and seek trained or emergency assistance without delay.
- Not move a casualty following a potentially serious injury unless remaining in place presents greater immediate danger or movement is necessary for life-saving treatment.
- Pass relevant information to the first aider and ensure the incident is recorded in accordance with school procedures.
- Maintain confidentiality and only share medical information with those who need it for the child's care, safety or a lawful reporting purpose.

7. Responding to illness or injury

- A trained first aider should assess any pupil or adult requiring first aid and decide the appropriate immediate response within their competence.
- Where an emergency is suspected, 999 must be called without delay. Staff should not delay emergency treatment while attempting to contact parents or carers.
- Parents/carers will be contacted promptly where an injury or illness is significant, where professional assessment is advised, or where collection from school is required.
- For EYFS children, parents/carers must be informed of any accident or injury and any first aid treatment on the same day, or as soon as is reasonably practicable afterwards.
- The school will have a clear procedure for head injuries. Parents/carers will be notified in accordance with that procedure and given appropriate information about signs requiring further medical advice or emergency assistance.
- If a pupil is taken to hospital by ambulance before a parent/carer arrives, an appropriate member of staff will accompany or follow the pupil where necessary and practicable, in accordance with emergency service advice and school safeguarding arrangements. The staff member will remain until responsibility can be transferred appropriately.

8. Infection prevention and hygiene

- Staff should use disposable gloves where contact with blood or body fluids is anticipated and other PPE where the risk assessment requires it.
- Hands must be washed after providing first aid and after removing gloves.
- Spills of blood or body fluids must be dealt with promptly using the school's cleaning and infection-control procedure and appropriate cleaning/disinfection products.
- Contaminated waste and sharps, where applicable, must be disposed of through the appropriate waste stream. Staff must not rely on a blanket "double bagging" rule where local waste procedures require a different method.

9. Educational visits and activities off site

The visit leader will consider first aid requirements as part of the visit risk assessment and planning process. Suitable trained first aid provision and a travelling first aid kit must be available. The level of provision will reflect the nature of the activity, location, participants, identified medical needs and access to emergency services.

For EYFS outings, a person holding a current full PFA certificate that meets the statutory framework criteria must accompany the children.

10. Recording accidents and first aid treatment

A record will be made of incidents requiring first aid. Records will be completed accurately and as soon as practicable. They should include, as appropriate:

- date, time and place of the incident;
- name of the injured or ill person;
- details of the injury or illness and the circumstances;
- first aid treatment provided;
- what happened immediately afterwards, for example return to class, collection or hospital attendance;
- name and signature/identification of the first aider or person dealing with the incident.

EYFS providers must keep a written record of accidents or injuries and first aid treatment. Parents/carers must be informed in accordance with section 7 of this policy.

First aid and accident records contain personal, and often health, information. They will be stored securely, access will be limited to those with a legitimate need, and records will be retained in accordance with the school/Trust retention schedule and applicable data protection and records-management requirements. The previous blanket statement that all accident books are kept until a child reaches age 25 has therefore been removed from this policy.

11. RIDDOR and other statutory notifications

RIDDOR reporting will be determined by the circumstances of the incident and the statutory criteria. Not every school accident, hospital visit or first aid incident is reportable. The Headteacher or other specified responsible person will ensure reportable incidents are notified to the HSE through the appropriate process and that required records are kept.

In relation to pupils and other non-workers, an injury arising out of or in connection with a work activity is reportable where the person is taken directly from the scene to hospital for treatment. Examinations and

diagnostic tests alone do not constitute treatment for this purpose. Other RIDDOR duties apply to specified incidents involving employees, occupational disease and dangerous occurrences.

Where the school is subject to EYFS notification requirements, serious accidents, illnesses, injuries or deaths will be notified to Ofsted and relevant local child protection agencies in accordance with the statutory EYFS framework. Where a notification to Ofsted is required, it must be made as soon as reasonably practicable and in any event within 14 days of the incident.

12. Medicines and medical conditions

First aid arrangements do not replace the school's duties for supporting pupils with medical conditions. Medication, emergency medicines and individual healthcare plans will be managed under the school's Supporting Pupils with Medical Conditions Policy and relevant statutory guidance. Staff must know how to access emergency medication swiftly where this forms part of a pupil's care plan.

13. Information, confidentiality and data protection

Staff will be given the information necessary to carry out their responsibilities safely. Medical and first aid information will be handled confidentially and shared only where there is a lawful basis and a genuine need to know. Records will be secured against unauthorised access and disposed of securely when the applicable retention period expires.

14. Monitoring and review

The Headteacher, Governors and First Aid Lead will monitor implementation of this policy. The first aid needs assessment and arrangements will be reviewed after significant changes to staffing, premises or activities; following significant incidents or identified trends; when relevant legal or statutory requirements change; and at the policy review date.

This policy will normally be reviewed annually, with the next review due by October 2027, or sooner if required by changes to legislation, statutory guidance, Trust arrangements or the school's first aid needs assessment.

Appendix 1: Immediate action checklist

- Make the area safe and assess immediate danger.
- Summon a trained first aider and, where necessary, call 999.
- Do not delay emergency medical assistance while contacting parents/carers.
- Provide first aid within the responder's level of training.
- Contact parents/carers as appropriate and meet EYFS same-day notification requirements where applicable.
- Complete the first aid/accident record.
- Escalate serious incidents to the Headteacher/First Aid Lead for consideration of RIDDOR, EYFS/Ofsted, safeguarding, Trust or local authority reporting requirements.
- Restock equipment and review risks or first aid arrangements where necessary.

Appendix 2: Key external guidance

- Department for Education: First aid in schools, early years and further education (guidance applying to England).

- Department for Education: Early Years Foundation Stage statutory framework for group and school-based providers, effective 1 September 2026.
- Health and Safety Executive: First aid at work guidance.
- Health and Safety Executive: RIDDOR and incident reporting in schools guidance.