

LONDON BOROUGH OF HAVERING



**ST. URSULA'S
CATHOLIC PRIMARY SCHOOL**

FIRST AID POLICY

*"With God at the heart of our St Ursula's family, we welcome all as
we learn and grow together"*

Spring 2026

First Aid Policy

This document has been produced in conjunction with the School's Health and Safety policy and Health and Safety (First Aid) Regulations 1981, and the Department for Education's on First Aid in schools <https://www.gov.uk/government/publications/first-aid-in-schools> and Health and Safety in schools <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>. Staff should also refer to the school's Medication Policy.

1. Aims of the Policy

- The School acknowledge their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.
- The School will comply with the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

2. Objectives

The school will ensure that:-

- The appropriate number of first aiders / appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include any follow up or refresher training in order to carry out their duties.
- Adequate and appropriate equipment and facilities are provided.
- The appropriate first aid arrangements are in place for off-site activities / trips.
- The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings etc.
- Staff and parents are informed and aware of the school's first aid arrangements.
- Records of all accidents/incidents and illnesses are recorded on Medical Tracker and where required, reported to the Schools' Health and Safety Team.

3. Arrangements

The school recognise that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by allocating a sufficient number of appropriately trained first aid staff. The school have carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and have safe working procedures in place as a result.

In line with the school's Health and Safety policy and the guidance from the LA, the school will ensure that agreed appropriate first aid cover is in place for the full working day, including, where appropriate, after school clubs; cleaning / catering arrangements etc.

The school will consider the needs for all persons that they have a responsibility for and that any additional controls are implemented where necessary.

Any staff that are trained in first aid and paediatric first aid will be trained to the appropriate level. Details of current trained first aiders and paediatric first aiders are recorded using Medical Tracker.

4. First Aid Materials, Equipment and Facilities

The school will maintain a suitably stocked first aid room. This will be accessible by staff at all times and will typically include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Gauze
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Sterile eye wash used for removing foreign bodies in the eye

Emergency medications such as Asthma pumps and Adrenaline Pens are labelled individually with the pupil's name and expiry date and are kept in individual bags within the classroom. These bags will go with the class during PE, break times and educational visits so that they are available at any time.

Spare emergency asthma pumps and adrenaline pens will be available whenever possible.

An anaphylactic and asthma register is displayed in the medical room.

Staff are provided with a list of medical conditions of pupils in their class.

A large supply of full PPE is available.

Tablets or medicine should not be kept in the classroom and should be kept in the school medical room, individually labelled with the pupil's name and expiry date.

An automated external defibrillator (AED) is kept on site.

5. Roles and Responsibilities

It must be emphasised that qualified first aiders are not trained doctors or nurses.

In the event of an accident resulting in injury first aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits

- when appropriate, ensure that an ambulance or other professional medical help is called. If parents do not arrive in time to go in the ambulance then a member of staff should accompany an injured pupil in the ambulance
- assess if the pupil is too unwell to remain in school. If parents are contacted to collect their child the first aider will recommend next steps to parents

6. Training

All first aiders must have completed accredited training and must hold a valid certificate of competence to show this. A register of all trained first aiders and what training they have received, together with the expiry dates is recorded on Medical Tracker.

7. Recording and Reporting Accidents and Incidents

Accidents, incidents and illnesses are recorded on Medical Tracker (see Appendix 1). Records are readily accessible and include the following details:

- date, time and place of incident/illness
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name of first aider or person dealing with the incident

It is essential to monitor 'near misses' too so that an investigation can take place to ascertain if there is a reason for these. An analysis of all accidents and near misses should be made as a minimum of at least once a term.

Medical Tracker keeps all records of accidents in case any legal claims are submitted in future years.

8. Sickness

Any child presenting unwell in school should have their temperatures taken and asked for their symptoms. These details are recorded in Medical Tracker in the same way as accidents are. Parents will be called if a child is too unwell to remain in school.

9. Risks to First Aiders

The risks to first aiders must be assessed and controls implemented to reduce the risks so far as is reasonably practicable. COSHH assessments should be undertaken and available for cleaning and other materials.

10. PPE

- Vinyl disposable gloves and disposable apron
- Disposable bags
- Clinical infectious Waste Bin

PPE supplies are to be fully stocked and monitored to ensure that these are always available.

11. Monitoring and Review

The policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.

Policies are approved and electronically signed via the Governor Hub.

Appendix 1

Sample of Injury Reporting using Medical Tracker

Injury



Student/Staff*
William Cain

Name of first aider*
Laura Blackmore

Incident date & time*
Apr 5, 2024 11:42 AM
 

Location of incident* ?
Classroom

Injured area*
Left Knee

Injury / Symptoms*
Bump/Bruise

Injury description
Small bruise on kneecap

How it happened?*
Tripped over a chair
More information

Referred by (staff member)
Mandy Patel

Treatment administered*
Cold compress applied

What happened next?*
Student stayed at school

notes

Confidential? ☐

Only teams with confidential access will be able to view this record

Request accident/incident investigation? ☐

RIDDOR reportable? ☐

[If uncertain, please read HSE guidance](#)

Save

Cancel