



St Marys Catholic Primary School

First Aid/Medical Policy

Date Set: October 2025

Date of Review : October 2027

Children with Medical Conditions Policy, including the administering of Medicines and First Aid Policy

First Aid Policy for St Mary's Catholic Primary School

Introduction

This First Aid policy outlines the procedures and responsibilities related to first aid in St Marys. The aim is to ensure the health, safety, and wellbeing of all pupils and staff while adhering to statutory requirements and guidelines outlined in the Health and Safety at Work Act 1974, the Health and Safety (First Aid) Regulations 1981, the 2014 National Curriculum in England, the Early Years Foundation Stage (EYFS) Framework, and the guidance set out in "Keeping Children Safe in Education."

Purpose

The purpose of this policy is to:

- Provide a clear framework for delivering first aid in line with national standards.
- Educate pupils on basic first aid principles as part of their health education.
- Guarantee that all staff members are trained and confident in administering first aid as required.
- Ensure rapid and effective response to any medical emergencies within the school premises.

Policy Statements

1. First Aid Personnel

- **Designated First Aiders:** The school will ensure that a minimum of three trained and qualified first-aiders are present on-site during school hours, arranged by designated duties.
- **Training Requirements:**
 - Initial training will include a comprehensive First Aid at Work course and Paediatric First Aid for those working with Early Years pupils.
 - First aiders will undergo annual refresher courses to keep up-to-date with current medical practices and procedures.
- **Record Keeping:** An up-to-date log of all trained first aiders will be maintained, alongside their certification renewal dates to ensure compliance.

2. First Aid Equipment

- **First Aid Kits:**
 - Comprehensive first aid kits will be provided in easily accessible locations, including classrooms, the staff room, the playground, and on school trips, checked monthly for compliance with the content requirements set by the Health and Safety Executive (HSE).
 - Kits will be checked each time they are used and formally annually by class teachers using the provided check list.

3. Procedures for Responding to Incidents

- **Incident Reporting:**
 - All incidents requiring first aid must be logged on an Incident Report Form within 24 hours of the incident, detailing the nature of the injury, treatment given, and any follow-up actions required (please see form in Appendix)
- **Communication Protocols:**
 - Parents/carers will be informed of any incidents that require first aid intervention, especially if further medical attention is necessary.
 - A pupil's medical history, including allergies and chronic conditions, shall be documented and accessible to first aiders.
- **Emergency Procedures:**
 - A clear protocol will be in place for severe incidents, including contacting emergency services, administering CPR, and following evacuation procedures if necessary.
 - Regular emergency drills will ensure staff and pupils are familiar with the procedures.

4. First Aid Education

- **Curriculum Integration:**
 - First aid will be incorporated into the RSHE curriculum for Upper KS2 on a two year rotation

5. Policy Review and Accessibility

- This policy will undergo a bi-annual review or as necessary, whenever there are changes to health and safety legislation or updates to first aid best practices.
- The policy will be accessible to all staff, parents/carers, and pupils through the school website and will be included in the staff handbook, ensuring everyone understands their responsibilities related to first aid.

Summary of Expectations Based on the Latest Ofsted Framework

According to the latest Ofsted framework, schools are expected to:

- **Promote Health and Safety:** Schools must demonstrate a clear commitment to safeguarding and promoting the welfare of pupils, which includes effective first aid procedures.
- **Provide Training and Resources:** Sufficient training must be provided to staff, ensuring they possess the knowledge to handle first aid situations effectively.
- **Awareness and Education:** Schools should actively raise awareness among pupils about health and safety, embedding first aid within the school culture and curriculum.
- **Documentation and Review:** Proper records must be maintained for incidents, and policies must be reviewed regularly to maintain compliance with best practices and statutory requirements, ensuring continual improvement in first aid practices.

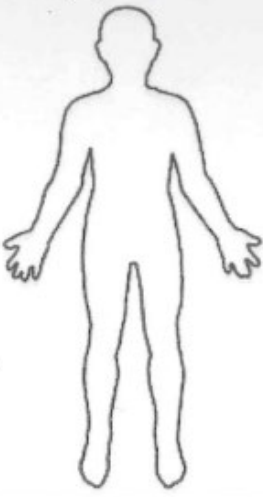
By adhering to this First Aid policy, St Marys demonstrates a commitment to excellence in health and safety standards, thereby providing an environment where pupils feel secure and nurtured.

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. *your telephone number 01295660258*
2. *your name*
3. *your location as follows: St Marys Catholic Primary School, Main Street, Aston le Walls NN11 6UF.*
4. *provide the exact location of the patient within the school setting*
5. *provide the name of the child and a brief description of their symptoms*
6. *inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient*
7. *put a completed copy of this form by the phone*

Copy of Accident Form in School

DATE:	ACCIDENT / INCIDENT	
	NO:.....	
<i>I have had an accident / incident today</i>		
Dear Parent / Carer		
Childs Name:	Year Group:	
Location of accident/incident:		
Today your child has had an accident/incident at _____ a.m. / p.m.		
We have kept an eye on him/her and he/she appears to be ok.		
He/she has had a:	Location of injury 	
Bump <input type="checkbox"/>		Cut <input type="checkbox"/>
Bruise <input type="checkbox"/>		Graze <input type="checkbox"/>
Other: (please specify)		
First aid administered:		
Antiseptic Wipe <input type="checkbox"/>	Plaster <input type="checkbox"/>	
Ice Pack <input type="checkbox"/>	Observation <input type="checkbox"/>	
Other: (please specify)		
Any additional information: (if relevant)		
Parent / Carer informed at:	(time). By telephone / in person	
First aid administered by:	teaching staff / dinner staff	
Accident book completed by:	teaching staff /dinner staff	
Receiving teacher:		
Signature of Lead First Aider:	Time:	

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Procedures to take in an emergency

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NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

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Relationship to child

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Address

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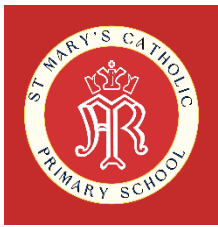
I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Record of medicine administered to an individual child.

Name of school/setting

Name of child

*Date medicine provided by
parent*

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

*Name of member of
staff*

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date

Time given

Dose given

*Name of member of
staff*

Staff initials

Date

Time given

Dose given

*Name of member of
staff*

Staff initials

Date

Time given

Dose given

*Name of member of
staff*

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials
