



The Federation of St Mary's Catholic Schools

"I can do all things through Christ who strengthens me"
Philippians 4:13

Respect

Compassion

Resilience

First Aid Policy

Approved by Governors:	September 2023
Next review due by:	September 2024

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The Federation of St Mary's Catholic Schools is a secure, friendly and faith-centred community where we seek to realise the full potential of all our family through the living love of Christ. All our work with children and their families, staff, governors, parishioners and the wider community is influenced by our core values which are:

Compassion

Respect

Resilience

We promote these values by our words and deeds, and Catholic doctrine and practice therefore permeates every aspect of our school's activity

Statement of Intent

The Federation of St Mary's Catholic Schools is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

The schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that each school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

1.1 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'

- DfE (2017) 'Statutory framework for the early years foundation stage'

1.2 The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that there is a sufficient number of appointed first aiders within the school.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

2.2. The Executive headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

2.3. Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

2.4. First aid staff are responsible for:

- Completing and renewing training as dictated by the Senior Leadership Team.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

2.5. The appointed person in each school is responsible for:

- Overseeing the school's first-aid arrangements.

- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
- Maintaining injury and illness records as required.

3. First aid provision

- 3.1. The schools will routinely re-evaluate their first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.
- 3.2. The schools will have suitably stocked first aid boxes in line with the assessment of needs.
- 3.3. All first aid containers (based in each school) will be identified by a white cross on a green background.
- 3.4. The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid bags for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 3.5. First aid boxes are in the following areas:

Infant School: KS1 bottom corridor, Reception and Nursery

Junior School: In the First Aid Cloakroom – by the library

4. First aiders

- 4.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.
- 4.2. Each school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation.
- 4.3. Each school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.
- 4.4. Each school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 4.5. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager and Office Manager

4.6. First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

4.7. The current first aid appointed person(s) are:

Infant School

Name	Contact	Location	First Aid Qualification	Date of qualification
<u>Name</u>	<u>Email address</u>	<u>Location</u>		<u>Date</u>
Chris Beech	chris.beech@sthelens.org.uk	Year 2	First Aid at Work Paediatric Medicines Awareness	11.08.22 - 10.08.25 19.05.23 - 19.05.25 27.11.21
Natalie Warburton	Natalie.warburton@sthelens.org.uk	Nursery	First Aid at Work Paediatric	09.03.22 - 08.03.25 09.12.21 - 09.12.24
Lucy Moore	Lucy.moore@sthelens.org.uk	Reception	Paediatric Medicines Awareness	31.03.21 - 31.03.24 01.07.21
Callie Purnell	Callie.purnell@sthelens.org.uk	Rec	Paediatric	20.11.20 – 19.11.23
Leanne Bowes	Leanne.bowes@sthelens.org.uk	Office	Paediatric	20.11.20 – 19.11.23
Julie Morris	Julie.morris@sthelens.org.uk	Office	Medicines Awareness	26.04.22
Kenzie Whitfield	Kenzie.whitfield@sthelens.org.uk	Nursery	Emergency First Aid at Work	20.02.23 – 20.02.26
Ruth Ejimofor	Ruth.ejimofor@sthelens.org.uk	Rec	Emergency First Aid at Work	20.02.23 – 20.02.26
Stella Harrison	Stella.harrison@sthelens.org.uk	Year 2	Emergency First Aid at Work	20.02.23 – 20.02.26
Stephanie Hope	Stephanie.hope@sthelens.org.uk	Year 2	Emergency First Aid at Work	20.02.23 – 20.02.26
Patrycja Lyon	Patrycja.lyon@sthelens.org.uk	Year 1	Emergency First Aid at Work	20.02.23 – 20.02.26
Debora Axon	Debora.axon@sthelens.org.uk	Year 1	Emergency First Aid at Work	20.02.23 – 20.02.26
Holly Mason	Holly.mason@sthelens.org.uk	Rec Midday	Emergency First Aid at Work	20.02.23 – 20.02.26

Junior School

Name	Contact	Location	First Aid Qualification	Date of qualification
<u>Name</u>	<u>Email address</u>	<u>Location</u>		<u>Date</u>
Amie Johnson	Amie.johnson@sthelens.org.uk	Year 6	First Aid at Work	07.02.23 - 08.02.26
Stephen Gaskell	Stephen.gaskell@sthelens.org.uk	Year 3	First Aid at Work	24.04.22 - 25.04.25
James Furlong	James.furlong@sthelens.org.uk	Year 4	Emergency First Aid at Work	20.02.23 – 20.02.26
Suzanne Allwood	Suzanne.allwood@sthelens.org.uk	midday	Emergency First Aid at Work	20.02.23 – 20.02.26
Donna Lind	Donna.lind@sthelens.org.uk	Year 3	Emergency First Aid at Work	20.02.23 – 20.02.26
Jo Pinder	Joanne.pinder@sthelens.org.uk	Year 4	Emergency First Aid at Work	20.02.23 – 20.02.26
Rebecca Hodkinson	Rebecca.hodkinson@sthelens.org.uk	Year 5	Emergency First Aid at Work	20.02.23 – 20.02.26
Claire Bickerstaffe	Claire.bickerstaffe@sthelens.org.uk	Year 6	Emergency First Aid at Work	20.02.23 – 20.02.26
Emma Plumbley	Emma.plumbley@sthelens.org.uk	office	Emergency First Aid at Work	20.02.23 – 20.02.26
Gill Curley	Gill.curley@sthelens.org.uk	Safeguarding	Emergency First Aid at Work	20.02.23 – 20.02.26
Sonal Ladva	Sonal.ladva@sthelens.org.uk	midday	Emergency First Aid at Work	20.02.23 – 20.02.26

- 4.8. The schools will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.
- 4.9. In line with government guidance, and taking into account staff: child ratios, the Infant School will ensure that there is at least **one** member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.
- 4.10. All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

4.11. When selecting first aiders, the schools will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties – a first aider must be able to leave to go immediately to an emergency.

5. Automated external defibrillators (AEDs)

5.1. Each school has one AED, which are located in the entrance foyer of each school.

5.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

5.3. A general awareness briefing session, to promote the use of AEDs, will be provided to staff and this will usually be carried out on an INSET Day.

6. Emergency procedures

6.1. If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

6.2. If called, a first aider will assess the situation and take charge of first aid administration.

6.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

6.4. Where an initial assessment by the first aider indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.

6.5. Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

6.6. Where the seriously injured or unwell individual(s) is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and school makes contact with the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.

6.7. The schools will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.

6.8. Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be

escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

6.9. Once the above action has been taken, details of the incident will be reported promptly to:

- The Head of School and the Executive Headteacher.
- The parents of the victim(s).

7. Reporting accidents and record keeping

7.1. In the event of incident or injury to a pupil, a parent will be informed as soon as practicable.

7.2. Parents will be informed in writing and a call, of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

7.3. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.

7.4. A list of emergency contacts will be kept at each school office.

7.5. The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given.

7.6. The Executive Headteacher will ensure that any injury or accident that must be reported to the LA under RIDDOR obligations is reported in a timely and detailed manner.

8. Offsite visits and events

8.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required.

9. Storage of medication

9.1. Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

9.2. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

9.3. Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

9.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

9.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

10. Illnesses and Allergies

- 10.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 10.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

11. Consent

- 11.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.
- 11.2. Staff do not act ‘in loco parentis’ in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

12. Monitoring and review

- 12.1. This policy will be reviewed annually by the governing board, and any changes communicated to all members of staff.
- 12.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.
- 12.3. The next scheduled review date for this policy is September 2023