St. John the Baptist R.C. Primary School

FIRST AID POLICY

OUR MISSION STATEMENT

'Love One Another'

St John the Baptist RC Primary School is a place of

learning in which each individual is encouraged to fulfil their own unique potential.

We try always to remember that everyone is special and should be treated with respect.

Our Catholic faith touches every part of our school life and we try to be a community which has Jesus at the heart of all we do.

Approved by: The Governing Body	**Date:** 5th September 2026
Last reviewed on:	September 2026
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1. Aims

The aims of this first aid policy are to:

- ensure the health and safety of all staff, pupils and visitors;
- ensure that staff and governors understand their responsibilities in relation to first aid and health and safety;
- provide a clear framework for responding to accidents, injuries and illness and for recording and reporting incidents;
- ensure that first aid provision is adequate and appropriate to the needs and risks of the school, including its EYFS provision.

2. Legislation and guidance

This policy is based on the following legislation and statutory or non-statutory guidance:

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First-Aid) Regulations 1981.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Social Security (Claims and Payments) Regulations 1979, in relation to the retention of accident records.
- School Premises (England) Regulations 2012.

- Early Years Foundation Stage (EYFS) Statutory Framework for group and school-based providers, applicable from 1 September 2026.
- Department for Education guidance: First aid in schools, early years and further education.
- Department for Education statutory guidance: Allergy safety in schools (2026).
- Department for Education statutory guidance: Supporting pupils with medical conditions at school.

The school will also have regard to relevant Health and Safety Executive (HSE) guidance, including the HSE guidance on first-aid needs assessments, first-aid training, first-aid equipment and facilities.

3. Roles and responsibilities

3.1 First-aid personnel and staffing requirements

The school will ensure that adequate and appropriate first-aid provision is available at all times when staff, pupils or visitors are on the school premises and during school activities, including educational visits and other off-site activities.

There is no fixed statutory ratio specifying the number of first-aiders required in a school. The school will determine the appropriate number and level of first-aid trained staff through a documented First-Aid Needs Assessment. The assessment will consider the number of pupils and staff, the age of pupils, the size and layout of the school, the nature of activities undertaken, playground and PE provision, educational visits, working patterns, staff absence and the need for rapid access to first aid.

The school will maintain sufficient trained personnel so that first aid can be administered without undue delay. Arrangements will take account of breaks, meetings, training, sickness and other absences. Alternative cover will be arranged where necessary.

The needs of pupils, visitors and other non-employees will be considered alongside the school's duties to its employees when determining first-aid provision.

The First-Aid Needs Assessment will be reviewed periodically and following significant changes to staffing, pupil numbers, premises, activities or identified risks.

3.2 Early Years and Paediatric First Aid

As the school provides early years education, it will comply with the paediatric first-aid requirements of the EYFS Statutory Framework.

At least one person who holds a current full Paediatric First Aid (PFA) certificate must be on the premises and available at all times when EYFS children are present. A person holding an appropriate full PFA certificate must also accompany EYFS children on outings.

While children in EYFS are eating, there must be a member of staff in the room who holds a current full PFA certificate.

The school will ensure that its staffing arrangements enable a paediatric first aider to respond quickly in an emergency. More than one member of staff will be trained in PFA wherever practicable so that statutory cover can be maintained during absence, breaks and other periods when a trained person may be unavailable.

Where staff are required to hold PFA or Emergency PFA in order to count within EYFS staff-to-child ratios, the school will ensure that the relevant qualification requirements are met.

3.3 Appointed persons and first aiders

The school's appointed persons are the Headteacher, Deputy Headteacher and Assistant Headteacher/EYFS Lead. An appointed person takes charge of first-aid arrangements and, where required, summons emergency medical assistance and ensures that first-aid equipment and facilities are maintained. An appointed person does not need to hold a first-aid qualification unless they are also designated as a first aider.

- First aiders will respond promptly to incidents, assess the casualty within the limits of their training and provide appropriate first aid.
- They will summon an ambulance or other professional medical help where appropriate.
- They will remain with the casualty, or ensure appropriate supervision, until responsibility is transferred to an appropriate person or emergency services arrive.
- They will complete the school's accident/first-aid record as soon as reasonably practicable after an incident.
- First aiders responsible for equipment will check first-aid kits and the AED and arrange replenishment or replacement where necessary.
- First aiders will not diagnose conditions or provide treatment beyond the scope of their training. Decisions about sending a pupil home will be made in accordance with the school's normal procedures by appropriate school staff, informed by the first aider where relevant.

3.4 Local authority and governing board

Lancashire County Council has ultimate responsibility for health and safety matters in the school, subject to the school's governance arrangements. The governing board has strategic oversight of health and safety and delegates operational and day-to-day responsibilities to the Headteacher and staff as appropriate.

3.5 Headteacher

- implementing this policy and ensuring that appropriate first-aid arrangements are in place;
- ensuring that the First-Aid Needs Assessment is completed, reviewed and acted upon;
- ensuring that sufficient appointed persons and first aiders are available to meet the school's identified needs;
- ensuring that first aiders have appropriate qualifications and that training and certificates are kept up to date;

- ensuring staff are informed of first-aid procedures and the location of equipment, facilities and trained personnel;
- ensuring appropriate risk assessments are completed and control measures implemented;
- ensuring suitable accommodation is available for medical examination, treatment and the short-term care of sick or injured pupils;
- ensuring reportable incidents are notified to the HSE and, where applicable, Ofsted and other relevant bodies.

3.6 Staff

- following the school's first-aid procedures;
- knowing how to summon a first aider or appointed person and where first-aid equipment is located;
- providing reasonable assistance in an emergency within the limits of their training and competence;
- recording incidents they deal with where a first aider is not called, in accordance with school procedures;
- informing the Headteacher or relevant manager of any health or first-aid needs that may affect their ability to carry out their role safely.

4. First aid procedures

4.1 In-school procedures

In the event of an accident, injury or sudden illness:

1. The nearest member of staff will assess the immediate situation, ensure that the area is safe and summon a first aider or appointed person as appropriate.
2. The first aider will assess the casualty within the limits of their training and provide appropriate first aid.
3. If further medical assistance is required, the first aider or another member of staff will contact the emergency services. Staff must not delay calling 999 when there is a serious or life-threatening emergency.
4. The first aider will remain with the casualty, or ensure that the casualty is appropriately supervised, until help arrives or responsibility is transferred.
5. An injured or unwell pupil will be monitored and parents/carers will be contacted when appropriate. If a pupil is too unwell to remain in school, the school will follow its normal arrangements for contacting parents/carers and arranging collection.
6. If emergency services are called, parents/carers will be contacted as soon as practicable, provided this does not delay emergency treatment.
7. An accident/first-aid record will be completed on the same day or as soon as reasonably practicable after the incident.

8. For after-school clubs, the school will ensure that appropriate first-aid arrangements remain available for the duration of the activity.

EYFS provision: at least one person with a current full PFA certificate will be on the premises and available whenever EYFS children are present. A PFA-qualified member of staff will be present in the room while EYFS children are eating.

4.2 Consent and treatment

The school will obtain appropriate parental consent for first aid and medical support as part of its admission and medical-information arrangements. In an emergency, staff will act reasonably and in the best interests of the child, within their competence and in accordance with the school's medical conditions procedures. A lack of immediate parental contact must not delay emergency treatment or the calling of 999 where this is necessary.

4.3 Off-site procedures

When taking pupils off the school premises, staff will ensure that they have, as appropriate to the activity and risk assessment:

- a charged school mobile phone or other reliable means of contacting emergency services;
- a suitable portable first-aid kit;
- information about pupils' relevant medical needs, including Individual Healthcare Plans and emergency medication arrangements where applicable;
- appropriate emergency contact details;
- access to any required prescribed emergency medication.

The contents of portable first-aid kits will be based on the First-Aid Needs Assessment and the nature of the visit. As a minimum guide for low-risk activities, the kit should contain the items recommended by HSE.

Risk assessments will be completed by the member of staff leading the visit in accordance with the school's educational visits procedures. The level of first-aid provision will reflect the age and needs of the pupils, the activity, location, duration, remoteness and identified risks.

For EYFS outings, at least one person holding a current full PFA certificate must accompany the children.

For KS1 and KS2 visits, the school will ensure that first-aid provision is appropriate to the First-Aid Needs Assessment and the particular visit. Where practicable, at least one appropriately trained first aider will accompany each visit.

4.4 Transport

Where pupils are transported in a minibus or other large vehicle, the vehicle will carry a clearly identified first-aid kit appropriate to the vehicle, journey and risk assessment. The school will also ensure that emergency contact arrangements and any relevant pupil medical information are available to the responsible staff.

5. First aid equipment and facilities

5.1 First-aid kits

The school will provide sufficient first-aid kits and other equipment based on the First-Aid Needs Assessment. First-aid kits will be clearly identified, readily accessible and checked regularly. They will be replenished promptly after use and expired sterile items will be replaced.

As a guide, where no special risk is identified, HSE recommends:

- a leaflet giving general first-aid advice;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 6 medium-sized individually wrapped sterile unmedicated wound dressings;
- 2 large sterile individually wrapped sterile unmedicated wound dressings; and
- at least 3 pairs of disposable gloves.

The school's kits may contain additional items where the First-Aid Needs Assessment identifies a need. Medication and tablets will not be stored in general first-aid kits.

5.2 First-aid accommodation

The school will provide suitable accommodation for medical examination and treatment and for the short-term care of sick or injured pupils. The accommodation will include a washing facility and be near to a toilet facility, and will be readily available when required. The school's arrangements will also take account of any pupils with complex medical needs.

5.3 Locations of first-aid kits

- Photocopy room
- Outside the staffroom
- School hall kitchen
- School kitchen
- Outside Year 6 classroom
- EYFS unit

5.4 Automated External Defibrillator (AED)

The school has an Automated External Defibrillator (AED), which is wall-mounted in the main hall near the kitchen hatch. The location is identified by appropriate signage and staff are informed of how to access it.

- Designated first aiders and members of the Senior Leadership Team will receive CPR and AED training as part of the school's training arrangements.
- The AED will be checked regularly and maintained in accordance with the manufacturer's instructions, including checks of battery status, electrode pads and device readiness.
- The AED should be used as soon as possible in a suspected cardiac arrest. Staff should not delay using it while waiting for a trained person if the device is available.
- In a suspected cardiac arrest, staff should ensure the area is safe, check responsiveness and normal breathing, call 999, begin CPR, send for the AED and follow its prompts until emergency medical assistance arrives or the person shows signs of life.

5.5 Emergency asthma inhalers and adrenaline auto-injectors

The school maintains emergency salbutamol inhalers and appropriate spacers in accordance with Department of Health and Social Care guidance. They are available for eligible pupils on the school's asthma register where the relevant consent and medical arrangements are in place. Emergency inhalers will be stored securely but readily accessible, checked regularly and replaced before expiry.

The school will comply with the Department for Education's statutory guidance on allergy safety in schools. The school will maintain spare adrenaline auto-injectors (AAIs) for emergency use, provide allergy awareness training for staff, maintain appropriate allergy records and Individual Healthcare Plans, and record and learn from serious incidents and near misses in accordance with the statutory guidance.

Spare AAIs are an emergency back-up and do not replace a pupil's own prescribed medication. Where anaphylaxis is suspected, staff will follow the pupil's Individual Healthcare Plan and the school's allergy emergency procedures, administer an AAI without delay where indicated, and call 999 immediately.

6. Record-keeping and reporting

6.1 First-aid and accident records

- Parents/carers will be asked to provide appropriate consent and medical information when their child joins the school.
- An accident/first-aid record will be completed for incidents requiring first aid or where an injury or illness is attended to by a member of staff, in accordance with school procedures.
- Records should contain sufficient factual detail to describe what happened, the injury or illness, first-aid treatment given, action taken and any further advice or escalation.

- For EYFS children, parents/carers will be informed of any accident, injury or first-aid treatment on the same day or as soon as reasonably practicable, and will be informed if emergency services are called.
- For pupils in Years 1–6, parents/carers will be informed in accordance with the school's procedures, with immediate contact where there is a serious injury, significant illness or emergency-service involvement.
- Accidents occurring off site will be recorded in accordance with the school's educational visits and accident-reporting procedures.
- Accident records will be retained for at least 3 years from the date of the accident, unless a longer retention period is required by the pupil record, safeguarding requirements, insurance arrangements, legal proceedings or the school's retention schedule. Records will be stored securely and handled in accordance with data-protection requirements.

6.2 Reporting to the HSE – RIDDOR

The school will report incidents to the HSE where required by RIDDOR 2013. The responsibility for making a RIDDOR report will be held by the person designated by the school.

Reportable incidents include, where the relevant RIDDOR criteria are met:

- deaths arising from or in connection with work;
- specified injuries to workers, including specified fractures, amputations, certain serious burns, loss of consciousness caused by head injury or asphyxia, and other specified injuries;
- worker injuries resulting in the person being unable to carry out their normal work duties for more than 7 consecutive days;
- certain reportable occupational diseases; and
- specified dangerous occurrences.

For pupils, visitors and other non-workers, a non-fatal injury is generally reportable where it arises out of or is connected with a work activity and the person is taken directly from the scene of the accident to hospital for treatment. Fatalities and other dangerous occurrences are reportable where the RIDDOR criteria are met.

Reportable deaths, specified injuries and dangerous occurrences must be notified without delay and reported within 10 days. Over-seven-day injuries to workers must be reported within 15 days. The school will use the current HSE online reporting process and will keep evidence of any report made.

6.3 Notifying Ofsted and other agencies – EYFS

For EYFS children, the Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care, as soon as reasonably practicable and within 14 days at the latest, in accordance with the EYFS Statutory Framework.

The school will notify Lancashire County Council and any other relevant agency where required by safeguarding, health and safety or local authority procedures.

7. Training

- Staff may undertake first-aid training where this is identified as appropriate to the school's needs.
- All designated first aiders will complete appropriate first-aid training through a competent training provider and hold a valid certificate of competence.
- The school will maintain a register of trained personnel, the qualification held and the certificate expiry/requalification date.
- The school will arrange requalification or refresher training before certificates expire, where appropriate. A member of staff whose required qualification has expired will not be counted as a qualified first aider until the relevant qualification has been renewed.
- At all times when EYFS children are present, at least one person on the premises and available will hold a current full PFA certificate. While EYFS children are eating, a member of staff holding a current full PFA certificate will be present in the room.
- Where PFA or Emergency PFA is required for a member of staff to count within EYFS staff-to-child ratios, the school will ensure the relevant qualification requirements are met.
- All staff will receive information about the school's first-aid arrangements as part of induction and will be updated when arrangements change.
- Staff will receive relevant training in medical emergency procedures, including asthma and allergy emergency arrangements, in accordance with statutory guidance and the school's medical needs policies.

8. Monitoring arrangements

This policy will be reviewed annually by the Deputy Headteacher and approved by the Headteacher. The Governing Body will receive appropriate information about the school's first-aid arrangements through its health and safety monitoring arrangements.

The First-Aid Needs Assessment will be reviewed at least annually and following significant changes, serious incidents, changes to the premises, changes in pupil or staff numbers, or where monitoring indicates that first-aid provision may no longer be adequate.

9. Links with other policies

This First Aid Policy is linked to:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions
- Asthma Policy
- Allergy Safety Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Data Protection and Records Management arrangements

Appendix 1: List of first aiders

The following staff are listed in the school's current first-aid register. The school will maintain a separate training record confirming the qualification held by each person and its expiry date.

Staff member	Role
Mrs Kathleen McKeating	PTA Headteacher
Mrs Pauline Barker	PTA Assistant Headteacher / EYFS Lead
Mrs Mel Collins	PTA Reception Teacher
Miss L Barnes	PFA TA Nursery
Mrs J Taylor	PFA TA Reception
Mrs C Hall	PFA TA EYFS
Mr R Steele	PFA Teacher Year 3
Miss Danni Coan	PFA TA Year 3 and Lunchtime Supervisor
Mrs C Earnshaw	PFA TA Year 6
Mrs Amanda Greenall	PFA TA Year 2/3 and Lunchtime Supervisor
Mr Raheem Kasser	TA and Sports Teacher

Appendix 2: First-aid and accident record – information to be recorded

The school's accident/first-aid record should contain, as appropriate:

- date, time and location of the incident;
- name and status of the person injured or unwell;
- a factual description of what happened and, where known, the nature of the injury or illness;
- first-aid treatment or assistance provided;
- name of the person providing first aid;
- whether parents/carers were contacted and when;
- whether 999/emergency services were called and any advice or action taken;
- whether the pupil was collected, returned to learning or referred for further medical attention;
- any follow-up action, risk assessment review or incident investigation required;
- details of any RIDDOR, Ofsted or other statutory notification made, where applicable.

Records must be factual, objective, securely stored and managed in accordance with the school's data-protection and records-retention arrangements.