



St Veronica's RC Primary School



First Aid Policy



The Mission Statement of St Veronica's RC Primary School

Secure in the love of Jesus, we

Try to do our best.

Valuing all God's family, we recognise that

Each one of us is special.

Respecting everything God has made, we use

Opportunities to explore and learn.

Never overlooking the needs of others, we

Include everyone, helped by our

Caring, friendly, Catholic community.

Always forgiving, we

Share and celebrate the life of Jesus



1. Introduction and Purpose

- This policy outlines the procedures and arrangements for providing first aid to pupils, staff, and visitors at St. Veronica's RC Primary School. It aims to ensure that a safe and healthy environment is maintained, and that appropriate first aid is administered promptly and effectively in the event of an accident or illness. This policy is underpinned by our school's mission statement: "Secure in the love of Jesus, we try to do our best... including everyone, helped by our caring, friendly, Catholic community."
- This policy complies with the Health and Safety (First-Aid) Regulations 1981 and other relevant guidance.

2. Scope

- This policy applies to all pupils, staff (including teachers, teaching assistants, administrative staff, support staff, and volunteers), visitors, and contractors on the school premises or participating in school-organised activities off-site.

3. Roles and Responsibilities

- **Governing Body:**
 - ▶ Ensuring the school has a comprehensive and up-to-date First Aid Policy.
 - ▶ Allocating sufficient resources for first aid equipment, training, and facilities.
 - ▶ Monitoring the effectiveness of the policy.
- **Headteacher:**
 - ▶ Overall responsibility for the implementation and monitoring of the First Aid Policy.
 - ▶ Ensuring that sufficient numbers of staff are appropriately trained in first aid.
 - ▶ Ensuring that adequate first aid equipment and facilities are available.
 - ▶ Reporting serious accidents and incidents to the relevant authorities (e.g., RIDDOR reporting).
- **Designated First Aiders:**
 - ▶ Providing first aid assistance to pupils, staff, and visitors in accordance with their training.
 - ▶ Maintaining first aid equipment and supplies.
 - ▶ Keeping accurate records of first aid incidents.
 - ▶ Attending regular refresher training to maintain competency.



- **All Staff:**

- ▶ Being aware of the First Aid Policy and procedures.
- ▶ Knowing who the designated first aiders are.
- ▶ Reporting accidents and incidents promptly.
- ▶ Providing basic assistance (e.g., calling for help, comforting a pupil) until a qualified first aider arrives.

- **Parents/Guardians:**

- ▶ Providing the school with up-to-date medical information about their child(ren), including allergies, medical conditions, and medication requirements.
- ▶ Informing the school of any changes to their child's medical condition.
- ▶ Ensuring that their child's medication is clearly labelled and in date.
- ▶ Collecting their child promptly if they are unwell or injured at school.

4. First Aid Needs Assessment

- A first aid needs assessment will be conducted annually (or more frequently if circumstances change) to determine the level of first aid provision required. This assessment will consider:
 - ▶ The number of pupils, staff, and visitors on the school premises.
 - ▶ The nature of the school's activities (including sports, outdoor activities, and trips).
 - ▶ The potential hazards and risks on the school premises.
 - ▶ The needs of pupils with medical conditions or disabilities (including those with SEND and EHCPs).
 - ▶ The location of the school (semi-rural setting).
 - ▶ Proximity to emergency services.

5. First Aid Training

- The school will ensure that a sufficient number of staff are trained in first aid.
- Training will be provided by a competent and qualified training provider.
- First aid training will include:
 - ▶ Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) for designated first aiders.
 - ▶ Paediatric First Aid for staff working with young children (Early Years Foundation Stage).
 - ▶ Anaphylaxis training for staff administering adrenaline auto-injectors (EpiPens).
 - ▶ Basic first aid awareness training for all staff.
- Refresher training will be provided regularly to ensure that first aiders maintain their competency.



6. First Aid Equipment and Facilities

- First aid kits will be readily available in designated locations throughout the school which may include:
 - ▶ Classrooms
 - ▶ School Office
 - ▶ Hall
 - ▶ Playground
 - ▶ Forest School Area
 - ▶ Vehicles used to transport school children
- First aid kits will be regularly checked and restocked.
- A designated first aid area will be available for providing first aid. This area will be equipped with:
 - ▶ A soft chair
 - ▶ Close proximity to hot and cold running water
 - ▶ Appropriate storage for first aid equipment and supplies
 - ▶ Close proximity to privacy if needed

7. Procedures for Responding to Accidents and Illnesses

- **Minor Injuries:**
 - ▶ Administer basic first aid (e.g., cleaning and dressing a wound).
 - ▶ Record the incident in the accident folder.
 - ▶ Inform the pupil's parents/guardians if necessary (use of stickers and/or app messages)
- **Serious Injuries or Illnesses:**
 - ▶ Assess the situation and call for a designated first aider immediately.
 - ▶ Provide immediate first aid as appropriate.
 - ▶ Call emergency services (999) if necessary.
 - ▶ Inform the Headteacher or a member of the senior leadership team.
 - ▶ Inform the pupil's parents/guardians.
 - ▶ Complete an accident report form.
- **Pupils with Medical Conditions:**
 - ▶ Follow the individual healthcare plan (IHP) for pupils with known medical conditions (e.g., asthma, allergies, diabetes).
 - ▶ Administer medication in accordance with the school's Medication Policy.



- **Head Injuries:**

- ▶ Any pupil who sustains a head injury will be monitored closely for signs of concussion.
- ▶ Parents/guardians will be informed of any head injury, regardless of severity via medical form sent home or an app message.
- ▶ Medical advice will be sought if necessary.

- **Off-Site Activities:**

- ▶ Ensure that a designated first aider is present on all off-site activities.
- ▶ Carry a portable first aid kit.
- ▶ Have access to emergency contact information for all pupils.
- ▶ Follow the school's Off-Site Visits Policy.

8. Recording and Reporting Accidents and Incidents

- All accidents and incidents will be recorded in the school's accident folder.
- Accident report forms will be completed for serious incidents.
- Accidents and incidents will be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

9. Communication

- This First Aid Policy will be communicated to all staff, parents/guardians, and pupils.
- The policy will be available on the school website.
- First aid training will be offered to staff.
- Parents/guardians will be informed of any accidents or illnesses involving their child(ren) via stickers/app messages or paper medical forms.

10. Review and Evaluation

- This First Aid Policy will be reviewed annually (or more frequently if necessary) to ensure that it remains effective and compliant with current legislation and best practice.
- The review will consider:
 - ▶ Accident and incident data.
 - ▶ Feedback from staff, parents/guardians, and pupils.
 - ▶ Changes in legislation or guidance.
- Any necessary revisions to the policy will be made and communicated to all stakeholders.

11. Links to Other Policies



- This First Aid Policy is linked to the following school policies:
 - ▶ Health and Safety Policy
 - ▶ Medication Policy
 - ▶ SEND Policy
 - ▶ Safeguarding Policy
 - ▶ Off-Site Visits Policy
 - ▶ Critical Incident Policy

12. Catholic Ethos

- This policy reflects the school's Catholic ethos by prioritising the care and well-being of all members of the school community. We strive to create a safe and supportive environment where everyone feels valued and respected, in line with our mission statement.

Date Implemented: November 2025

Review Date: November 2026