St. Margaret Mary's Catholic Junior School

First Aid

Review Date: Autumn Term 2027

Approved: M Rawsthorne

Signed by:

Signature:

Date: September 2026

Equal Opportunities and Inclusion

St Margaret Mary's Roman Catholic Junior School is a highly inclusive school, and we strive to ensure that all our pupils receive a high-quality education. We pride ourselves on our bespoke curriculum which has been designed to ensure that learning experiences are rich and balanced as we love, learn and grow together with Jesus.

Purpose and status

This policy sets out the arrangements for providing first aid to pupils, staff, visitors and contractors at St Margaret Mary's Catholic Junior School and during school-organised activities.

The policy is informed by:

- the Health and Safety at Work etc. Act 1974;
- the Health and Safety (First-Aid) Regulations 1981;
- the School Premises (England) Regulations 2012;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- the DfE guidance First aid in schools, early years and further education;
- relevant HSE first-aid guidance;
- the school's health and safety, educational visits, medical conditions and safeguarding procedures.

This is a non-statutory school policy supported by statutory health and safety duties. The school will review it at least annually and whenever there is a significant change to staffing, premises, pupil numbers, activities, accident trends or first-aid arrangements.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and personnel for employees. Although the Regulations do not require employers to provide first aid for non-employees, the school will include pupils, visitors and contractors within its first-aid needs assessment and provision.

Aims

The school aims to:

- provide prompt, appropriate and proportionate first aid;
- ensure that first-aid provision is available whenever pupils, staff or visitors are on school premises or taking part in a school-organised activity;
- ensure that trained first aiders and appointed persons are available in sufficient numbers;
- provide suitable first-aid equipment, facilities and accommodation;
- ensure that staff know how to summon assistance;
- maintain accurate first-aid and accident records;
- inform parents or carers appropriately;
- use incident information to review risks and improve first-aid arrangements.

First-aid needs assessment

The school will maintain a written first-aid needs assessment. The assessment will determine:

- the number, age and needs of pupils;
- the number of staff and visitors;
- the school's layout, including split-level areas and remote locations;
- classrooms, playgrounds, sports areas and other activities presenting particular risks;
- accident and injury records;
- staff working patterns, breaks and likely absence;
- before-school, after-school and holiday provision;
- educational visits and residential visits;

- pupils with medical, disability or access needs;
- access to emergency services;
- lone-working arrangements;
- the location and suitability of first-aid rooms and equipment.

The needs assessment will ensure that first aid can be administered without delay and that arrangements remain effective during absence, including planned and unforeseen absence. It will be reviewed at least annually and following significant changes. DfE confirms that the number of first aiders must be determined by the individual school's needs assessment; there is no fixed statutory number.

The first-aid needs assessment is retained with this policy as Appendix 1.

Responsibilities

Employer and governing body

The employer and governing body will:

- ensure that adequate and appropriate first-aid arrangements are provided;
- ensure that a first-aid needs assessment is completed and reviewed;
- provide suitable funds, equipment, facilities and training;
- ensure that the school's insurance or risk protection arrangements cover first-aid provision for pupils, staff and visitors;
- monitor the implementation of this policy.

Headteacher

The headteacher will:

- implement this policy;
- ensure that the first-aid needs assessment is completed and reviewed;
- ensure that first-aid cover is available during the school day and during school-organised activities;
- ensure that staff, pupils, parents, visitors and contractors are informed of relevant arrangements;
- maintain a current training and expiry-date record;
- ensure that first-aid kits, rooms and AEDs are checked;
- ensure that accidents and first-aid treatment are recorded;
- consider whether incidents require safeguarding action, risk-assessment review or RIDDOR reporting.

First-aid lead

The school will appoint a first-aid lead:

Name: R Culley (Deputy Headteacher) & G Braithwaite (Premises Officer)

The first-aid lead will:

- coordinate the day-to-day arrangements;
- maintain the training matrix;

- arrange checks and replenishment of first-aid kits;
- monitor AED checks;
- maintain the first-aid and accident records;
- report significant issues to the headteacher;
- contribute to the annual policy and needs-assessment review.

First aiders

First aiders must:

- hold a current certificate of competence from a competent training provider;
- provide treatment within the limits of their training and competence;
- summon an ambulance or other professional medical help where appropriate;
- arrange for parents or carers to be contacted where necessary;
- complete the relevant first-aid record;
- report equipment shortages, hazards or concerns;
- maintain confidentiality.

The school will record each first aider's qualification, training provider, certificate date and renewal date. Certificates are usually valid for three years. Retraining will be arranged before expiry. Annual refresher training is strongly recommended by HSE but is not itself a mandatory legal requirement.

Where first aid is provided to pupils, the school will consider whether additional child-specific or paediatric training is appropriate. Standard first-aid-at-work training does not include all child resuscitation procedures.

Appointed persons

The school will appoint one or more appointed persons to take charge of first-aid arrangements when required.

An appointed person will:

- take charge when someone is injured or becomes ill;
- maintain first-aid equipment and facilities;
- summon an ambulance or professional medical help;
- provide emergency cover within their role and competence where a first aider is unexpectedly absent.

An appointed person is not a first aider and must not provide treatment for which they are not trained. An appointed person does not legally need a first-aid qualification, although emergency first-aid training may be appropriate.

All staff

Staff must:

- take reasonable care of themselves and others;
- summon a first aider or emergency services without delay;
- follow the school's emergency procedures;
- provide assistance within their training and competence;
- report accidents, injuries, hazards and near misses.

Staff may be asked to undertake first-aid tasks, but cannot be required to do so. Staff working with pupils are expected to use their best endeavours in an emergency to secure pupils' welfare.

First-aid personnel and training

The school's current first-aid personnel will be listed in Appendix 2.

The list must distinguish between:

- First Aid at Work first aiders;
- Emergency First Aid at Work first aiders;
- staff with paediatric first-aid training or child-specific additional training;
- appointed persons;
- staff trained to administer emergency medicines;
- AED-trained staff.

The school will ensure that first-aid cover is available:

- throughout the school day;
- during breaks and lunchtime;
- during staff absence;
- during before-school and after-school activities under the school's control;
- during educational visits and residential visits;
- during activities on the school field or other off-site locations.

First-aid accommodation

The school will provide suitable accommodation for medical examination, treatment and the short-term care of sick or injured pupils.

First-aid/medical room: Disabled toilet in the Shine suite

Alternative provision if occupied: Deputy Headteacher's room

Responsible person: R Culley & G Braithwaite

The room will:

- be readily accessible;
- be close to a toilet;
- have access to a washbasin;
- contain suitable first-aid supplies;
- provide privacy and dignity;
- have suitable communication arrangements;
- be kept clean and available for use.

The School Premises (England) Regulations 2012 require suitable accommodation for medical examination and treatment and short-term care of sick or injured pupils, including a washbasin and proximity to a toilet. The room does not have to be used exclusively for medical purposes, but must be available when needed and must not be used for teaching.

First-aid equipment

First-aid containers

The school will provide at least one appropriately stocked first-aid container on the site, with additional kits in locations identified by the needs assessment.

The school's kits are located at:

- each year-head classroom;
- the main/front office;
- the playground during lunchtime;
- premises officers room.
- Staffroom;
- Breakfast and after-school;
- School gym;
- School kitchen
- SHINE suite

All first-aid containers will:

- be clearly marked with a white cross on a green background;
- be accessible and clearly signposted;
- be checked regularly;
- be replenished as soon as possible after use;
- contain no tablets or routine medicines;
- have expired items removed and disposed of safely.

There is no single mandatory contents list. Contents will be determined by the needs assessment. Where no special risk is identified, the school will use the HSE suggested minimum as a guide, including sterile dressings, eye pads, triangular bandages, safety pins, sterile adhesive dressings, disposable gloves and first-aid guidance.

Travelling first-aid kits

Travelling first-aid kits are available from the school office.

Before each educational visit, the visit leader will assess:

- the number and needs of pupils and staff;
- the location and nature of the activity;
- the likely injuries and illnesses;
- access to emergency services;
- the need for additional equipment or emergency medicines.

A suitable kit will accompany every school-organised off-site activity.

AEDs

The school currently has AEDs at:

- outside Mrs Ambrose room;
- in the school reception

- Upstairs corridor (next to central fire doors)

AEDs will be:

- accessible during school activities;
- clearly identified;
- checked in accordance with the manufacturer's instructions;
- monitored for battery and pad expiry;
- accompanied by written manufacturer instructions.

The school will keep a current list of AED-trained staff in Appendix 2. AED training is not legally required merely because an AED is available, but appropriate information and written instructions must be provided.

Responding to illness or injury

The person discovering the incident should:

- Make the area safe where possible.
- Assess whether the situation is an emergency.
- Call 999 immediately if the casualty is seriously ill or injured, unconscious, not breathing normally, experiencing a severe allergic reaction, suffering a serious head injury, or where delay may endanger life.
- Send for a first aider or appointed person.
- Provide assistance within their training and competence.
- Do not move the casualty unless necessary to prevent further danger.
- Arrange contact with parents or carers where appropriate.
- Record the incident.
- Report any continuing concern to the headteacher or designated safeguarding lead.

The school's full emergency contact information and site access instructions will be displayed beside telephones and included in Appendix 3.

Medicines and medical conditions

First aid does not normally include administering tablets or medicines. Medication must not be stored in first-aid containers.

Pupils' medicines, including inhalers and adrenaline auto-injectors, will be managed under:

- the Supporting Pupils at School with Medical Conditions Policy;
- individual healthcare plans;
- the school's medicines administration procedures;
- emergency asthma and anaphylaxis procedures.

Staff may support a pupil to take their own prescribed medication or administer emergency medication only where they are authorised, trained and acting in accordance with the relevant healthcare plan and school procedure. Staff cannot be required to administer medicines.

For school visits:

- pupils' prescribed emergency medication must accompany them;

- inhalers must be available to pupils who need them;
- adrenaline auto-injectors must accompany pupils who have been prescribed them;
- the visit leader must confirm that appropriately trained staff and the relevant healthcare information are available.

Parent and carer notification

Parents or carers will normally be informed on the same day, and as soon as reasonably practicable, when a pupil receives first aid.

Immediate contact will be made where:

- an ambulance is called;
- the pupil is taken to hospital or requires urgent medical assessment;
- emergency medication is administered;
- the pupil requires collection;
- the injury is significant or unusual;
- there is concern about possible concussion, serious allergic reaction, fracture, serious bleeding or another potentially serious condition.

Where appropriate, the school will provide the parent or carer with information about:

- what happened;
- the treatment provided;
- any advice given;
- whether further medical assessment is recommended.

Recording and reporting

The school will keep a record of incidents attended by a first aider or appointed person involving pupils, staff and visitors.

The record will include:

- date, time and place;
- name of the injured or ill person;
- details of the injury or illness;
- first aid provided;
- what happened immediately afterwards;
- name and signature of the first aider or person dealing with the incident;
- parent or carer notification, where relevant.

This record may be combined with the accident book, but the first-aid record and statutory accident book are not automatically the same document. DfE and HSE recommend maintaining records so that accident trends and the effectiveness of first-aid arrangements can be reviewed.

The headteacher or designated responsible person will consider whether the incident:

- requires safeguarding action;
- requires a risk assessment to be reviewed;

- requires reporting to the employer, local authority or trust;
- is reportable under RIDDOR.

Under RIDDOR, an incident involving a pupil or visitor may be reportable where it arises out of or in connection with a work activity and results in death or direct transfer from the scene to hospital for treatment. Diagnostic tests or examinations alone do not constitute treatment. Where there is uncertainty, the school will seek advice and follow its employer's reporting procedure.

Educational visits and off-site activities

First-aid provision must be available during all school-organised off-site activities.

The educational visits risk assessment will identify:

- first-aid personnel;
- first-aid equipment;
- emergency contact arrangements;
- access to medical services;
- arrangements for pupils with medical conditions;
- procedures for contacting parents or carers;
- arrangements for serious injury, evacuation or hospital attendance.

The visit leader must carry a first-aid kit and ensure that required medication and healthcare information accompany the group.

The policy must be read with the Educational Visits Policy and relevant local authority or trust procedures.

Out-of-hours use of the premises

Where the school premises are used outside normal school hours, the organiser must provide appropriate first-aid arrangements, equipment and access to a telephone.

External organisations using the premises must be informed that they are responsible for their own first-aid arrangements unless a written agreement states otherwise. The school's insurance and risk-protection arrangements must be checked where school staff provide first aid to external users.

Information and communication

The school will ensure that staff, pupils, parents or carers, contractors and visitors are informed as appropriate about:

- the location of first-aid kits and the medical room;
- the names or roles of first aiders and appointed persons;
- how to summon urgent assistance;
- emergency procedures;
- educational-visit arrangements;
- how first-aid arrangements are monitored and reviewed.

First-aid notices will be displayed in prominent locations, including the main office, staff areas and other locations identified by the needs assessment. First-aid arrangements will form part of staff induction.

Infection control and confidentiality

Staff providing first aid will follow appropriate infection-control arrangements, including:

- using disposable gloves where appropriate;
- washing hands after providing first aid;
- covering cuts and abrasions;
- disposing of contaminated materials safely;
- seeking advice where exposure to blood or bodily fluids occurs.

First-aid and medical information will be stored securely and accessed only by staff with a legitimate professional need to know.

Monitoring and review

The headteacher and first-aid lead will monitor:

- the number and type of incidents;
- locations and times of incidents;
- response times;
- equipment checks;
- staff training and certificate expiry dates;
- parent notification;
- educational-visit arrangements;
- AED checks;
- trends requiring changes to supervision, premises or risk controls.

The governing body or relevant committee will review the policy at least annually and after any significant incident or change. DfE and wider DfE health-and-safety advice emphasise the importance of reviewing arrangements when circumstances change and using incidents to improve risk controls.

Appendix 1: Staff training matrix

Name	Role	Qualification	Provider	Certificate date	Renewal date	AED trained	Emergency medicines trained
Ruth Culley	Deputy Head	First Aid at Work	Primary First Aid	11/10/23	11/10/26	Yes	Yes
Greg Braithwaite	Premises Officer	First Aid at Work	Primary First Aid	21/10/25	21/10/28	Yes	Yes

Jackie Finnegan	TA	First Aid at Work	Primary First Aid	21/10/25	21/10/28	Yes	Yes
Katie Lee	Teacher	First Aid at Work	Primary First Aid	11/10/26	11/10/29	Yes	Yes
Faye Madden	TA	First Aid at Work	Primary First Aid	11/10/23	11/10/26	Yes	Yes
Maria McHale	TA	First Aid at Work	Primary First Aid	11/10/23	11/10/26	Yes	Yes
Michaela Walker	TA	First Aid at Work	Primary First Aid	01/10/26	01/10/29	Yes	Yes
Hope Whewell	Head of Yr 5	First Aid at Work	Primary First Aid	21/10/25	21/10/28	Yes	Yes
Mary Hanna	TA	Defibrillator	Primary First Aid	Dec 2025	Dec 2026	Yes	No
J O'Brien	TA	Defibrillator	Primary First Aid	Dec 2025	Dec 2026	Yes	No
Lee Pimblett	Business Manager	Defibrillator	Primary First Aid	Dec 2025	Dec 2026	Yes	No

Appendix 2: Emergency information

Emergency services: 999

School address: St Margaret Mary's Catholic Junior School, Pilch Lane, Liverpool, L14 0JG

Emergency access point: [Confirm]

Nearest GP: Pilch Lane Surgery, Pilch Lane, Huyton, L14 0JE – [verify details]

Nearest hospital with emergency department: Alder Hey Children's Hospital or Whiston Hospital

Headteacher: Mr M Brooks

First-aid lead: R Culley & G Braithwaite

Designated safeguarding lead: Mrs R Culley

Employer/trust/local authority contact: Knowsley