



Our Lady of Lourdes  
Catholic Primary School

# First Aid Policy

Signed by electronically Chair of Governors: <i>J Curran</i>	Name: Joan Curran	Date: 15.07.2025
Signed electronically by Head of School: <i>A Hamlen</i>	Name: Anthony Hamlen	Date: 15.07.2025
Ratified by: Governing Body on 12.10.2023 Reviewed and re-ratified by FGB on 15.07.2025 26.01.2026 – (Section 8) changed Medical Needs Policy to Supporting Children with Medical Conditions Policy		Next Review: First FGB after 31 <sup>st</sup> June 2026

**Equality Impact Assessment (EIA) Part 1: EIA Screening**

<b>Policies, Procedures or Practices</b>	First Aid Policy - 2025 to 2026	<b>Date</b>	09.10.2023
<b>EIA CARRIED OUT BY:</b>	Jayne Russell	<b>EIA APPROVED BY:</b>	Joan Curran

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)	All groups of treated equally – no bias given	All groups of treated equally – no bias given
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	Same as above	Same as above
Gender Reassignment (transsexual)	Same as above	Same as above
Marriage and civil partnership	Same as above	Same as above
Pregnancy and maternity	Same as above	Same as above
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	Same as above	Same as above
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Same as above	Same as above
Gender (male, female)	Same as above	Same as above
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	Same as above	Same as above

Any adverse impacts are explored in a Full Impact Assessment.

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

### Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 2. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is Rosa Parrinello (Liz Hopewell as back up). They are responsible for:

- Taking charge when someone is injured or becomes ill (if appropriate, and if further assistance required)
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate (with help and support from the SLT and school office).

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary

- Filling in an accident report form on the same day and ensuring that a copy is handed to parents at pick up (not placed in the child's bag where it might be lost unintentionally). If the form is not collected/given to parents at the end of the school day they should make a phone call home to inform parents about the accident/injury and should tell parents to collect the accident form from the school office the following morning. If parents have not been contactable by phone the first aider should work with the school office team to send an appropriately worded text message about the injury/incident and ask parents to collect the accident form the next day from the school office. (Any accident form used should include all of the information showing in appendix 2).
- Phoning parents/carers about any injury from the neck upwards, or other appropriate incident/accident, immediately after the incident has been dealt with. Making parents aware that they will be given a copy of the accident form from class teacher when they pick up their child.
- Ensuring a 'bumped head' wristband is attached to the wrist of any child who has had any injury from the neck upwards.
- Ensuring that all injuries from the neck upwards are logged onto CPOMS and if pupil has needed medical interventions by a doctor, other medical professional or dentist that this is also recorded onto CPOMS.
- SLT to monitor/track the first aid accidents/incidences which have been logged onto CPOMS and should act upon any patterns/trends found.

Our school's appointed person and first aiders are listed in appendix 1.

### **3.2 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### **3.4 The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that an appropriate number of trained first aid personnel are present on any school trip or educational visit (including school camp)
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring that SLT appropriately monitor/track the first aid accidents/incidences which have been logged onto CPOMS and should work with SLT to act upon any patterns/trends found.

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Ensuring that a qualified first aider assists them with all incidents and that the first aider/appointed person completes accident form/makes phone call home and logs onto CPOMS where appropriate.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## **3. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the office staff will contact parents immediately
- The first aider will complete an accident report form on the same day and ensuring that a copy is handed to parents at pick up (not placed in the child's bag where it might be lost unintentionally). If the form is not collected/given to parents at the end of the school day they should make a phone call home to inform parents about the accident/injury and should tell parents to collect the accident form from the school office the following morning. If parents have not been contactable by phone the first aider should work with the school office team to send an appropriately worded text message about the injury/incident and ask parents to collect the accident form the next day from the school office.
- The first aider will phone parents/carers about any injury from the neck upwards, or other appropriate incident/accident, immediately after the incident has been dealt with. Making parents aware that they will be given a copy of the accident form from class teacher when they pick up their child.
- The first aider and any other member of staff involved in dealing with all injuries from the neck upwards are logged onto CPOMS and if pupil has needed medical interventions by a doctor, other medical professional or dentist that this is also recorded onto CPOMS.
- The first aider should ensuring a 'bumped head' wristband is attached to the wrist of any child who has had any injury from the neck upwards.
- SLT to monitor/track the first aid accidents/incidences which have been logged onto CPOMS and should act upon any patterns/trends found.

## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and their medication where applicable (including inhalers, epi pens etc)
- At least one emergency contact at school, who can provide Parents' contact details if necessary

There will always be at least one qualified first aider in attendance.

Risk assessments will be completed by the teacher in charge of the visit and the risk assessment should be signed off by the Headteacher and Educational Visits Co-Ordinator, prior to any educational visit that necessitates taking pupils off school premises.

If EYFS are going off site there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 4. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

A First Aid kit is stored in:

- The First Aid room (FULL & COMPLETE)
- Each classroom (basic essential supplies in 'First Aid Bum Bag')

All first aid kits will be reviewed 3 times per school year by the Appointed Person.

## 5. Record-keeping and reporting

### 5.1 First aid and accident record book

- For VERY minor accidents such as small grazes the first aider/relevant member of staff will complete the sheet in the First Aid folder (kept in the first aid room) on the same day or as soon as possible after an incident resulting in an injury.
- For all other incidents a full accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The top copy should be given to parents when they collect the pupil at the end of that day (not just put into pupil's school bag) and the blue copy filed in the First Aid file/wallet (in date order).
- As much detail as possible should be supplied when reporting an accident, including all of the information included in appendix 2
- For more serious accidents/incidents or near misses, the first aider or relevant member of staff should inform the school office and School Business Manager. The School Business Manager, together with the person who dealt with the accident/incident will liaise with our H&S Advisory Service (H&S Department) and report to the HSE under RIDDOR if appropriate.
- Records held in the first aid and accident book will be retained by the school for until DOB of the child + 25 years, in accordance with GDPR Retention Policy.

### 5.2 Reporting to the HSE

The Headteacher/School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### 5.3 Notifying parents

- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the office staff will contact parents immediately
- If a first aider has completed an accident report form they should ensure that the top copy of that form is handed to parents at pick up (not placed in the child's bag where it might be lost unintentionally). If the form is not collected/given to parents at the end of the school day they should make a phone call home to inform parents about the accident/injury and to tell parents to collect the accident form from the school office the following morning. If parents have not been contactable by phone they should work with the school office team to send an appropriately worded text message about the injury/incident and ask parents to collect the accident form the next day from the school office. (Any accident form used should include all of the information showing in appendix 2).
- The first aider should phone parents/carers about any injury from the neck upwards, or other appropriate incident/accident, immediately after the incident has been dealt with. Making parents aware that they will be given a copy of the accident form from class teacher when they pick up their child.
- The first aider will ensure a 'bumped head' wristband is attached to the wrist of any child who has had any injury from the neck upwards.

### 5.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

**Note:** only early years providers registered with Ofsted are required to report an accident or injury to Ofsted. This does **not** include schools with EYFS provision.

## 6. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **7. Monitoring arrangements**

This policy will be reviewed by the Headteacher/SBM every year.

At every review, the policy will be approved by the full governing body.

## **8. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Supporting Pupils with Medical Conditions policy

## Appendix 1: list of appointed person for first aid and trained first aiders

Staff member's name	Role	Notes
Rosa Parrinello	Appointed Person and First Aider Teaching Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Louise Andrews	Admin Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Rhian Williams	Admin Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Lily Anslow	Teaching Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Aneta Frankowska	Teaching Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Rachel Vbranch	Teaching Assistant	Paediatric First Aid <i>Emergency First Aid at Work</i>
Lindita Mara	Teaching Assistant	Administration of Medication in School Qualsafe Level 3 Award in

		Emergency Paediatric First Aid (RQF)
Vicky Robbins	Lunchtime Supervisor	Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Nicole Lesauteur	Teaching Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)
Michelle Sterling	Teaching Assistant	Administration of Medication in School Paediatric First Aid
Liz Hopewell	Appointed Person and First Aider (back up person, if Rosa Parrinello not in) Teaching Assistant/Higher Level Teaching Assistant	Administration of Medication in School Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)

**Appendix 2: This information is to be included on any accident report form (although this specific template is not used)**

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

### Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>Administration of Medication in School</i>	Nicole Lesauteur	10-Sep-24	Ex- <b>Sep 26</b>
	Kat Trewoweth	23-May-24	Ex- <b>May 26</b>
	Rhian Williams	18-Oct-24	Ex- <b>Oct 26</b>
	Liz Wilson	16-Oct-22	Ex- <b>Oct 25</b>
	Rosa Parrinello	16-Oct-22	Ex- <b>Oct 25</b>
	Louise Andrews	19-Jun-24	Ex- <b>Jun 26</b>
	Linda Mara	23-May- 24	Ex- <b>May 26</b>
	Lily Anslow	26-Nov-24	Ex- <b>Nov 26</b>
	Michelle Sterling	26 Nov 24	Ex- <b>Nov 26</b>
	Aneta Frankowska	05 Feb 25	Ex- <b>Feb 27</b>
Qualsafe Level 3 Award in Emergency Paediatric First Aid (RQF)	Aneta Frankowska	02-Sep-24	Ex- <b>Sept 27</b>
	Rosa Parrinello	02-Sep-24	Ex- <b>Sept 27</b>
	Louise Andrews	02-Sep-24	Ex- <b>Sept 27</b>
	Rhian Williams	02-Sep-24	Ex- <b>Sept 27</b>
	Nicole Lesauteur	02-Sep-24	Ex- <b>Sept 27</b>
	Liz Wilson	02-Sep-24	Ex- <b>Sept 27</b>
	Linda Mara	02-Sep-24	Ex- <b>Sept 27</b>
	Lily Anslow	02-Sep-24	Ex- <b>Sept 27</b>
	Vicky Robbins	02-Sep-24	Ex- <b>Sept 27</b>
Paediatric First Aid	Michelle Sterling	09- March - 24	Ex – <b>Mar 27</b>
	Rachel Vbranch	05- Nov – 22	Ex – <b>Nov 25</b>
Name/type of training	Staff who attended (individual staff	Date	Date for training to be

	members or groups)	attended	updated (where applicable)
<i>Emergency First Aid at Work</i>	Rachel Vbranch	01-Aug-24	Ex- <b>Aug 27</b>