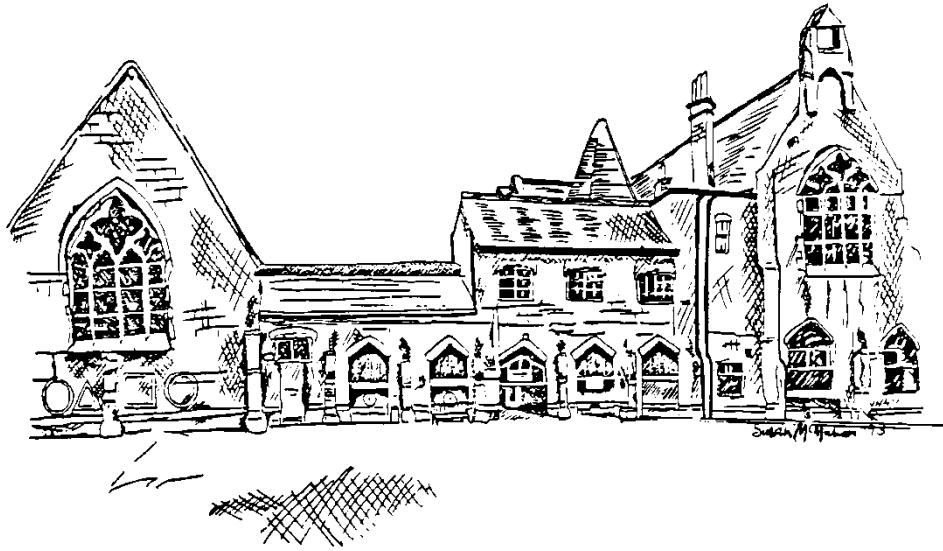


# **St Gabriel's C of E Primary School**



## **First Aid Policy Autumn 2025**

# ST GABRIEL'S SCHOOL

## FIRST AID POLICY

### PURPOSE

First Aid is the temporary help given to an injured or sick person before professional medical treatment can be provided. Under common law, the term '*in loco parentis*' allows schools to act in the best interest of its pupils. This policy is set out to ensure that personnel in charge of pupils use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils on school premises, and off-site, in the same way parents might be expected to act towards their children.

### RESPONSIBILITIES

#### **Governors**

Under the *Health & Safety (First Aid) Regulations 1981(amended October 2013)*, the governing body of St Gabriel's school is responsible for the health and safety of its employees and anyone else on the premises. This includes the head teacher and teachers, non-teaching staff, pupils and visitors. The governors are responsible for ensuring that appropriate equipment, facilities, and qualified first-aiders are in place in order to provide and administer first-aid to pupils, staff and visitors.

The governing body must ensure that a risk assessment of the school is undertaken and should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their duties.

#### **Head teacher**

It is the head teacher's responsibility to ensure that the policy is put into practice and for developing its procedures. The head teacher should ensure that the policy and information on First Aid arrangements are made available to parents and staff. This includes location of equipment, facilities, first-aid personnel, and procedures for monitoring and reviewing the school's first-aid needs. The policy should be reviewed annually.

#### **Contractors and Building Works**

In accordance with section 7.0 (page 10) of the school's Health & Safety policy, contractors are responsible for the safety of their own employees and must exercise safe working practices whilst on the school's premises, so as not cause harm or injury to others.

In consultation with the school surveyor, governors, and site manager, contractors must carry out works with minimum disruption and risk to staff and pupils in activity areas. Any works where children or adults are present will be carried out before school commences, or when pupils have vacated the school.

### AIMS & OBJECTIVES

- To use our best endeavours at all times to secure the welfare of pupils and personnel on and off-site.

- To carry out a comprehensive risk assessment of first-aid needs of the school.
- To ensure first-aiders have received relevant training/refresher training, and ensure regular monitoring of training needs, including reassessment of first-aid provision.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First-Aiders to meet the needs of the school based on the risks assessed.
- To provide sufficient and appropriate resources and facilities.
- To display clear signage of First Aid posts and location of First Aiders and Appointed persons
- To inform and make available to staff, pupils and visitors of the school's First Aid arrangements, and policy.
- To maintain accident records, and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDOR)

## RISK CLASSIFICATION

Following a risk assessment of the school, a small number of activity areas are classified medium risk. The majority of activity areas likely to cause injury to pupils and personnel are categorized low risk. Although pupil's learning zones are split over 2 sites, the distance from one site to the other does not adversely affect the first-aider's response time. Should an injury, disease or dangerous occurrences arise, risk assessment indicates 4 first-aiders, and 4 appointed persons adequately meet the needs of the school to cover: staff absence, first-aid provision off-site, and first-aid provision for breaks and lunchtimes.

## INFORMATION

The head teacher has a duty to inform all staff and pupils, including those with reading and language difficulties of first-aid arrangements. This information should also form part of the induction programme for new members of staff, and parents whose first language is not English.

Signage indicating first aiders, appointed personnel, and first aid posts are located in the following areas:

**First Aid Area sign** - Inside office

**Appointed First Aider signs** - Main playground by Parent Board, School Kitchen, Staffroom notice board, Classrooms.

**Nearest First Aid Area sign** - All communal areas.

A list of children with medical conditions, dietary requirements and allergies is kept in the following locations: **Office, Staffroom notice board, and Classrooms – inside cupboard.**

A copy of this policy is available to parents & visitors in the **Main Lobby**, and on the school website: [www.stgabrielsprimary.co.uk](http://www.stgabrielsprimary.co.uk) A paper copy is also kept in the Office.

## FIRST AIDERS & APPOINTED PERSONS

**Appointed persons** should only give first aid treatment for which they have been trained. It is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. This normally lasts a day and cover the following topics: **what to do in an emergency; cardiopulmonary resuscitation; first aid for the unconscious casualty; and first aid for wounds or bleeding.**

The table below indicates the location of staff trained to administer first-aid and medication.

**Paediatric, First Aid at Work, and Emergency  
First-Aiders and authorised Medicine administrators**

NAME	LOCATION	RESTOCK KITS	TRAINING
<b>Michaela McCadden</b> Admin Officer First Aid Lead	Office	Office Supply	<b>Paediatric First-aid</b> to April 2028 <b>First-Aid at work</b> to Nov 2026 <b>Administer Medicine</b>
<b>Hinei Court</b>	Class 2	Class 2	<b>Paediatric First-aid</b> to Oct 2028 <b>Administer Medicine</b>
<b>Danny Baker</b>	Various	Playground Bags + Trip Bags	<b>Paediatric First-aid</b> to Nov 2026 <b>Administer Medicine</b>
<b>Shelley Corrigan</b>	Class 1	Class 1	<b>Emergency First-Aider</b> to Sept 2028
<b>Sarah Muldowney</b>	Class 4	Class 4	<b>Emergency First-Aider</b> to Sept 2028
<b>Esther Ward</b>	Class 5	Class 5	<b>Emergency First-Aider</b> to Sept 2028
<b>Antonietta Della- Pietra</b>	Class 2 Rainbow Room	Rainbow Room	<b>Emergency First-Aider</b> to Sept 2028
<b>Maria Carbery</b>	Class 6	N/A	<b>Emergency First-Aider</b> to Sept 2028
<b>Stephen Biles</b>	Class R	N/A	<b>Emergency First-Aider</b> to Sept 2028
<b>Shana Josephs</b>	Class R	Class R	<b>Paediatric First-aid</b> to July 2027 <b>Administer Medicine</b>
<b>Ruyana Ora</b>	Class 4	Class 3	<b>Emergency First-Aider</b> to Sept 2028
<b>Maggie Evans</b>	Class 3	N/A	<b>Emergency First-Aider</b> to Sept 2028
<b>Olivia Ludolf</b>	Class 2	N/A	<b>Emergency First-Aider</b> to Sept 2028
<b>Kayla Ravji</b>	Class 1	N/A	<b>Emergency First-Aider</b> to Sept 2028
<b>Vanessa Opoku</b>	Class 6	Class 6	<b>Emergency First-Aider</b> to Sept 2028
<b>Carly Sweeney</b>	Class 5	N/A	<b>Emergency First-Aider</b> to Sept 2028

# All staff are epi-pen trained and can assist children with taking Asthma medicine. *(above training updated September 2025)*

## FIRST AIDER'S MAIN DUTIES

- First aiders must complete a training course approved by the Health and Safety Executive (HSE) - certificate valid for 3 years.
- Paediatric first-aid training is required by EYFS statutory framework and Ofsted (for early years providers under 8's) - certificate valid for 3 years.
- To give immediate help to casualties with common injuries or illnesses, and those arising from specific hazards at school.
- Ensure that an ambulance or other professional medical help is summoned when appropriate. Best practice suggests the person who witnessed the injury should address the ambulance service, so as to give an accurate description of the incident and injuries sustained.
- Ensure asthma pumps have a valid date and clearly display the child's name. They are kept in plastic wallets in class order, in the office drawer, marked 'First Aid'.
- Ensure vulnerable children and any pupils with medical conditions are included on the school medical list, and staff informed of any special instructions in an emergency.  
***(Refer to Vulnerable Children section)***
- Ensure first aid containers are stocked according to the recommended list, and safely dispose of any expired stock.
- Ensure adequate surplus stock is kept to replenish kits, and re-order when necessary.

## APPOINTED PERSONS' MAIN DUTIES

- Must have 1-day emergency first-aid training course - certificate valid for 3 years.
- At least 3 Paediatric First Aid persons with 2-day training course certificate – valid for 3 years.
- Takes charge when someone is injured or becomes ill.
- Looks after first-aid equipment in their classrooms and designated areas.
- Re-stocks containers according to the recommended list.
- Ensure that first-aid kit/asthma pumps/contact lists are taken when going off-site.
- Ensures that an ambulance or other professional medical help is summoned when appropriate. Best practice suggests the person who witnessed the injury should address the ambulance service, so as to give an accurate description of the incident and injuries sustained.

## FIRST AID FACILITIES & EQUIPMENT

**Medical Room** - The school has a separate medical room on the 1<sup>st</sup> floor of the new block, with handwashing facilities and a fully equipped first aid container.

**School Office** - The school office has handwashing facilities, and adequate room to administer first aid to pupils and personnel without causing obstruction. A small mattress is available in the office should children need to rest.

**Staffroom** - The staffroom is used in cases of sudden staff illness.

**Equipment** - All classrooms must have a fully equipped first aid kit with up to date stock. Appointed persons should regularly monitor, replenish used stock, and return any expired materials to the office for safe disposal. A first aid trip bag along with asthma pumps, other medicines and individual medical information should be taken when going off-site on trips, local visits, and school journeys. The first aid trip bag should immediately be re-stocked and returned to the visitor's kitchen on returning to school.

To re-stock containers please ask the Office.

First aid stock is monitored half-termly and re-ordered as necessary by the First aider.

**Please note: Stock must not be taken from the office drawer to re-stock containers.**

## **CONTENTS OF A FIRST-AID CONTAINER**

There is no mandatory list of items for a first-aid container, however, the HSE recommend a minimum provision of first-aid items. Based on the provisions assessed for pupils on and off-site, please ensure the following items are in each first-aid kit:

- 6 individually wrapped sterile adhesive dressings of assorted sizes (check pupils medical list for any adhesive allergies)
- 2 large & 2 medium sterile unmedicated wound dressings
- 2 triangular bandages
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- 2 sterile eyewash pods/a bottle of water
- 1 sterile eye pad
- 1 micro-porous adhesive tape
- 3 travel sick paper-bags
- Notebook to record accidents
- Accident report slips

Large first-aid containers such as the office and medical room wall cabinet will contain additional items, and surplus stock.

## **VULNERABLE CHILDREN**

In order to act quickly in an emergency situation, staff should be fully informed and aware of vulnerable children who have specific needs and arrangements in place, or require special medical instructions. The staffroom notice board holds the following information on vulnerable children: a picture of the child, what class they are in, the child's medical condition and what to do in an emergency. If necessary the child will have their own medical wallet held in the office, with any medication required in an emergency.

## **ACCIDENT REPORTING**

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR), place a legal duty of employers to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

### ***Reporting to the Local Authority***

St Gabriel's school reports accidents via HSE's RIDDOR. The Electronic Accident Reporting System is used when work-related incidents or major injuries to pupils, staff, parents, and visitors arise. The Electronic Reports are completed and submitted to HSE on-line by the Administrative Assistant and copied to the office file.

### ***School's Central Record***

The school keeps a record of all pupil accidents in an 'Accident Book' for each class, kept in the office. Records show the date, time, name and class of pupil, details of injury, what first-aid was administered and by whom, and what happened to the child after the incident, i.e. the child went home, back to class, or went to hospital.

### ***School's Playground Record***

The school also keeps a record of all pupil accidents in an 'Accident Book' for each class, available in the playground arch during breaks and lunchtimes. Records show the date, time, name and class of pupil, details of injury, what first-aid was administered and by whom. At the end of each break and lunchtime, the class teacher for each class must check their class accident book to ensure they are aware of all accidents that have taken place. This ensures accurate and informative communication can take place with parents and carers.

All accident books are locked away out of school hours to comply with data protection requirements.

The pupil Accident Books help the school identify: accident trends; areas for improvement in the control of health and safety risks; assess future first-aid needs, and acts as a reference point to parents.

### ***Informing Parents of an injury***

Most of the injuries sustained by pupils are minor, and include bruises, scratches, and bumps. These injuries are dealt with by the first-aider or appointed persons and recorded in the school's accident book. The child will be given an accident slip and will return to class if well enough.

Accidents involving the head can be problematic as the injury may not be evident. If the child receives a bump to the head, however minor, or has sustained an injury from the shoulders up to the head, a medical slip will be given to take home, and the child will be monitored closely. It is school policy (if there is a bump to the head) for the first-aider or appointed person to telephone the parents regardless of a visible injury being evident.

Parents will also be informed by telephone should their child suffer from any of the following injuries: an injury to a limb, sickness, dizziness, vomiting, diarrhoea, a burn, or other injury/incident that may cause the child distress or discomfort.

In cases of a major injury such as a fractured limb, a back injury which immobilizes the child, anaphylactic shock, any injury that results in shock or loss of consciousness, however brief, an ambulance must be called immediately, and the parents contacted.

### ***Off-site/Class Trip***

In case of an emergency or incident during a class trip, the following procedures should be followed:

- The teaching assistant calls the school for advice
- If not a serious injury, the first aider (usually the teaching assistant) administers first aid in situ. The parent is then called or spoken to on the return to school.
- If a serious injury has occurred, the Appointed Person must call for an ambulance and the appointed person accompany the child to hospital until the parent arrives. (Parents are contacted by the school administrators) Please keep in contact with the school as often as possible.
- The teacher must remain with the group at all times. Every effort will be made to

ensure that another member of staff joins the group for the return journey to school, however in case of staff shortages, it is advised that only one class is off-site at a time.

## **INFECTIOUS DISEASES/HYGIENE CONTROL**

The Local Authority is responsible for producing guidance and precautions on how to avoid infection and contamination through the safe disposal of dressings and equipment. Staff who are exposed to waste which consists of wholly or partly of blood, or other bodily fluids should be disposed of in bins clearly marked '**Clinical Waste**'. No other waste items should be placed in these bins. Staff should also have access to single-use disposable gloves and hand washing facilities.

The school's first-aid kits contain disposable gloves, which when used should be disposed of in the '**Clinical Waste**' bin and replaced immediately. There is a clinical waste bin in the office, and one in the medical room.

**The Office, Classrooms, Medical Room and Learning room** have hand washing facilities, anti-bacterial hand wash. Good hygiene practice is encouraged throughout the school.

*Reviewed and updated October 2025*

*Changes made to:*

- *Certified first aiders*
- *Playground recording and reporting arrangements*
- *Number of staff who can administer medication*

*Shared to be shared at Staffing and Community November 2025*