



St Michael's Catholic Primary School

First Aid Policy

July 2025

Policy Statement

The Governors and Headteacher of St Michael's Catholic Primary School accept their responsibility under the Health & Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employers, children and visitors within the school. The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Statement of First Aid Organisation

St Michael's Catholic Primary school's arrangements for carrying out the policy include nine key principles:

- Places a duty on the Governing Body to approve, implement and review the policy.
- Place individual duties on all employees.
- Report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school that require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

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Arrangements for First Aid

Materials, equipment and facilities

St Michael's will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for Schools'.

The location of the first aid boxes in school are:

- Infant and Junior Medical Rooms
- All classrooms / Place2be
- Deputy Headteacher Office

The contents of the kits will be checked on a regular basis by the appointed First Aider (Brenda Haynes).

Asthma pumps for named individuals should be kept in the medical room locked cabinet with the pupils name and an individual care plan if appropriate. A record book should be kept and filled in every time a pupil uses any of their medication retained in school.

The school has two **defibrillators** located in the Junior Staff Room and Infant intervention Room (Formerly Infant staff room). Anyone is able to use a defibrillator but a number of staff have received training in this to give them confidence in using one.

First Aid Trained staff

A number of staff are trained in the Full First at Work Qualification and some staff are trained in Paediatric First Aid.

The appointed persons for First Aid are displayed throughout the school and in the Medical Rooms and Staffroom. A list of first aid trained staff is shown in **Appendix A**.

Accommodation

The school has two first aid rooms (Infant Building and Junior Building) which will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

Playtime and Lunchtime Arrangements

A first aider will be out on the playground during these times.

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Offsite activities (school trips, matches etc.)

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

At least one first aid kit will be taken on all site activities, along with individual pupil's medication such as inhalers, epipens etc.

A member of staff who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for first aid
- Those employees with qualifications in first aid
- The location of first aid kits

In addition, signs will be displayed in the staffroom and medical rooms room providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing Body will implement the LA's procedures for reporting (Appendix B):

- All accidents to employees
- All accidents of violence and aggression
- The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health & Safety Executive as it applies to employees. An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident that requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor.
- Where the accident results in death or major injury, or:

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- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance, where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Local Authority will be sought.

A record must be made of each occasion any member of staff, pupil or other person receives first aid treatment either on school premises or as part of a school-related activity, using the School's accident forms:

- For pupils, minor accidents with no significant injury should still be recorded on an Accident Form (available in each medical room).
- Accidents to Employees, visitors or more serious accidents to pupils should be recorded on the Accident Form and reported to the LA and/or RIDDOR in line with the LA's reporting procedures.

Accidents involving a possible head injury

The Governing Body recognise when accidents involve a bump or injury to the pupil's head any effects that indicate more serious underlying damage may only become noticeable after a period of time:

- Where emergency treatment is not required, a 'head bump' letter will be sent home to the pupil's parents / carer.
- Head bump letters are kept in the Medical Rooms along with the Accident Book.

Transport to hospital

- The Headteacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency, an ambulance will be called for immediately followed by the pupil's parents / carers.
- Where hospital treatment is required but is not an emergency, the parents/ carers will be contacted and expected to take responsibility for their child.
- If the parents / carers cannot be contacted then the Headteacher may decide to appoint a member(s) of staff to transport the pupil to hospital.

When a child is transported, the following points will be observed:

- Only staff cars insured to cover such transportation would be used.
- No individual member of staff should be alone with the pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

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Medication

St Michael's Catholic Primary School does not, as a matter of course, administer any prescribed or non-prescribed medication to any pupil. This will of course be taken into consideration when looking at an individual pupils medical needs. The first step would involve an interview with the parent. A health care plan would need to be completed by the parent and a member of the school staff. If all were in agreement that a medical condition needed the school to provide medication, the appropriate steps would be put in place for that pupil.

Medicines will be stored securely and appropriately in accordance with individual product instructions in one of the medical rooms. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Inhaler

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans.

July 2025

Review date: June 2026

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First Aid – Qualified Staff

September 2025

Infant Building

Nursery	Full- Certificate	Paediatric
	Christine Collins – Valid until June 2028	Claire Lang – Valid until Feb 2026 Hannah Potter – Valid until Oct 2026 Jennifer Marshall – Valid until May 2028
Reception	Full- Certificate/ L3 Emergency FAW	Paediatric
		Seanan O’Kane - Valid until Oct 2026 Cat Davison – Valid until Nov 2026 Suzanne Elson - Valid until May 2028 Leanne Jones – Valid until May 2028
Year 1	Full- Certificate	Paediatric
		Olivia Watt – Valid until May 2028 Lois Lawson – Valid until Nov 2025
Year 2	Full- Certificate	Paediatric
	Sophie Waite – Valid until June 2028	Cath Davidson – Valid until Oct 2026 Melissa Hartless - Valid until Oct 2026
	Full- Certificate	Paediatric
LT		Sarah Reilly - Valid until Oct 2026

Junior Building

Year 3	Full- Certificate	Paediatric
	Elizabeth O’Brien – Valid until June 2028	Suzanne Hughes – Valid until Oct 2026
Year 4	Full- Certificate	Paediatric
	Carla Fagan – Valid until June 2028 Brenda Haynes – Valid until June 2028	
Year 5	Full- Certificate	Paediatric
		Toni Briggs - Valid until Nov 2025 Amy Ealey - Valid until Feb 2026 Phoebe Cluney – Valid until May 2028
Year 6	Full- Certificate	Paediatric
		Sumiah Ghazali - Valid until Feb 2026

Out of hours/

Lunchtime

Breakfast Club	Full- Certificate	Paediatric
	Sophie Waite – Valid until June 2028 Clare Lafferty – Valid until June 2028	Rachel Cornett - Valid until Nov 2025 Rachel Dooley – Valid to Nov 2025
Sparkles After School Club	Full- Certificate	Paediatric
	Sophie Waite – Valid until June 2028	Rachel Dooley - Valid until Nov 2025 Claire Lang - Valid until Feb 2026 Melissa Hartless - Valid until Oct 2026
Minibus/Other	Full- Certificate	Paediatric
	Barry Doyle – Valid to June 2028	Matthew Smith - Valid until Feb 2026 Lucy Duncan – Valid until May 2028
Midday Team	Full- Certificate	Paediatric
		Rachel Dooley – Valid until Nov 2026 Bev Evans - Valid until Oct 2026 Pauline Shields - Valid until Oct 2026 Jennifer Martin - Valid until Oct 2026

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School Accident & Violent Incident Reporting Procedure Appendix B

All members of staff have a legal duty to report accidents and incidents occurring within the workplace; this is an employee responsibility detailed within both the Liverpool City Council (LCC) and School Health & Safety Policies.

Key Definitions:

Accident – an unplanned event, which results in injury, ill health or damage to property i.e. an occurrence with undesired consequence.

Near Miss – an incident that had the potential, but did not lead to an accident i.e. there was no resulting injury, ill health or damage to property.

Violent Incident – an occurrence that is the result of work-related violence; this could be physical assault, verbal abuse or threatening behaviour.

Minor Injury – does not require treatment greater than on-site first aid e.g. minor cuts, bruises or grazes.

Significant Injury – requires treatment greater than first aid e.g. the injured person is sent or leaves work to attend a medical facility (hospital, walk-in centre or doctors).

Levels of Reporting and School Responsibilities:

Level 1 – Reporting within the School only

- All accidents and violent incidents must be recorded as soon as possible within:
The School Accident Book / Bump Book – Minor accidents to pupils
The Accident Form – Employees, Visitors, serious accidents to pupils
- The location of the accident book and accident forms within the school:
Main Reception Admin Office and Deputy Head Office
- School responsibility for managing entries within the accident book:
School Business Manager

Level 2 – Reporting to the City Council Health & Safety Unit (HSU)

- All accidents and violent incidents to members of staff are reportable to the HSU; online using the LCC accident reporting form, available via the School Improvement website.

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- All significant accidents and violent incidents to non-employees are also reportable to the HSU.
- School responsibility for recording and reporting to HSU:
School Business Manager
- The HSU may arrange to carry out a further separate investigation dependent upon the circumstance and/or outcome severity.

Level 3 – Reporting to the Health and Safety Executive (HSE)

- HSE reportable incidents are those required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Report online using form on the HSE website (a link is available through the HSU pages of the School Improvement web site).
- School responsibility for recording and reporting to the HSE:
School Business Manager
- The HSE may also arrange to carry out a further separate investigation dependent upon the circumstance and/or outcome severity.
- Accidents and violent incidents reportable to the HSE include:
 - Over-seven-day injuries.
 - Reportable major injuries or diseases.
 - Reportable dangerous occurrences.
 - Accidents that result in a non-employee attending a medical facility (hospital, walk-in centre or doctors) directly from site for treatment.
 - Pupils are non-employees. Reporting is not required if the accident was the result of normal play or physical activity e.g. within the playground or during PE, where failure in equipment or supervision was not the cause.

Accident Investigation

All significant incidents should have an appropriate investigation, reflective of the severity.

The School Business Manager and/or managerial position responsible for the member of staff or pupil should conduct the investigation and report the findings to:

Head and/or Senior Management Team

All investigations undertaken of significant incidents should establish both the immediate and root causes.

Further information can be found within the HSU Health and Safety Guidance Note GN12 Accident/Incident Reporting and Investigation. All HSU guidance and reporting forms are available through the HSU pages of the School Improvement website.

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Date Approved by Governing Body: 08/07/2025
Chair Governors: Jeanette Riley
Headteacher: Alyson Rigby
Next Review Date: July 2026