



St Michael's Catholic Primary School

First Aid Policy



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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

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) 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
- [The 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's First Aiders are listed in Appendix 1. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure that an ambulance or other professional medical help is summoned when appropriate

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 on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The governing body

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.

3.3 The headteacher

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

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. 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 the 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, the relevant member of staff will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the relevant member of staff will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit will contain the items set out the DFE guidance on [first aid in schools](#).
- Information about the specific medical needs of pupils
- Parents/carers' contact details

- When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, as a minimum, the items set out the DFE guidance on [first aid in schools](#).

Risk assessments will be completed by the Trip Lead prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

5. First aid equipment

St Michael's will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment. These will be made available and be easily accessible

A typical first aid kit in our school will contain the items set out the DFE guidance on [first aid in schools](#).

No medication is kept in first aid kits.

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

Asthma pumps for named individuals should be kept in the medical room locked cabinet with the pupil's 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. 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 kits are stored in:

- The medical room in the Junior Building
- The medical room in the Infant Building
- School Minibus
- Key areas around school – Corridors and shared areas

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury (available in each medical room).
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

- 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.

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.

6.2 Reporting to the HSE

The School Business Manager will keep a record of any accident that 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 HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

The School Business Manager will report these to the LA Health & Safety team using an online form.

School staff: reportable injuries, diseases or dangerous occurrences

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting to the Health & Safety Executive as it applies to employees, if it falls into a category as listed on the link below:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting to the Health & Safety Executive as it applies to employees, if it falls into a category as listed on the link below:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

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

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

6.3 Notifying parents/carers

The Class Teacher will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

7. 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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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

8. Monitoring arrangements

This policy will be monitored by the School Business Manager and reviewed by the Headteacher every two years.

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

The first aid provision will be reviewed by the headteacher least annually.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Infant Building

Nursery	Full- Certificate	Paediatric
	Christine Collins–Renewal due June 2028	Claire Lang – Renewal due Feb 2029 Hannah Potter – Renewal due Oct 2026 Jennifer Marshall – Renewal due May 2028
Reception	Full- Certificate/ L3 Emergency FAW	Paediatric
		Seanan O’Kane - Renewal due Oct 2026 Suzanne Elson - Renewal due May 2028 Leanne Jones – Renewal due May 2028 Cat Davison – Renewal due Nov 2028 Amy Ealey - Renewal due Feb 2029
Year 1	Full- Certificate	Paediatric
	Sophie Waite – Renewal due June 2028	Lois Lawson – Renewal due Feb 2029 Lydia Boland – Renewal due Nov 2028
Year 2	Full- Certificate	Paediatric
	Brenda Haynes –Renewal due June 2028	Melissa Hartless - Renewal due Oct 2026 Olivia Watt – Renewal due May 2028 Anna Haimes – Renewal due Nov 2028

Junior Building

Year 3	Full- Certificate	Paediatric
		Suzanne Hughes – Renewal due Oct 2026 Nasrin Hossain - Renewal due Feb 2029
Year 4	Full- Certificate	Paediatric
	Carla Fagan – Renewal due June 2028 Brenda Haynes –Renewal due June 2028	
Year 5	Full- Certificate	Paediatric
		Phoebe Cluney – Renewal due May 2028
Year 6	Full- Certificate	Paediatric
		Sumiah Ghazali - Renewal due Feb 2029

Other

Breakfast Club	Full- Certificate	Paediatric
	Clare Lafferty – Renewal due June 2028	Claire Lang - Renewal due Feb 2029 Rachael Dooley – Renewal due Feb 2029 Rachael Cornett - Renewal due Nov 2028
Sparkles After School Club	Full- Certificate	Paediatric
	Christine Collins–Renewal due June 2028	Claire Lang - Renewal due Feb 2029 Rachel Dooley - Renewal due Feb 2029 Melissa Hartless - Renewal due Oct 2026
Midday Team	Full- Certificate	Paediatric
		Rachael Dooley – Renewal due Feb 2029 Bev Evans - Renewal due Oct 2026 Pauline Shields - Renewal due Oct 2026 Jennifer Martin - Renewal due Oct 2026
L Mentors/Office/Minibus/LT	Full- Certificate	Paediatric
	Clare Lafferty – Renewal due June 2028	Sarah Reilly – Renewal due Oct 2026 Lucy Duncan – Renewal due May 2028 Rachel Cornett - Renewal due Nov 2028 Mollie Lannon – Renewal Dec 2027