

FIRST AID POLICY

Name of Unit School	St Mary's Catholic Primary School
Date of Policy Review	January 2026
Name of Responsible Headteacher	Alison Ternan
Signature of Responsible Headteacher	
Name of Chair of Governors	Charlie Pugh
Signature of Chair of Governors	

Introduction	
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Policy Statement

St Mary's Catholic Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at St Mary's Catholic Primary School is held by the headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- The Children's Services First Aid Needs Assessment Form (Appendix 4) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The headteacher will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

School First Aid Trained Staff

At St Mary's Catholic Primary School there are 18 school first aid trained staff who are as follows:

- Mrs Helen Cook – First Aider in the Workplace
- Mrs Sue Beesley – Emergency First Aid
- Mrs Kim Merryfield – Paediatric First Aid
- Mrs Rachael Negus – Paediatric First Aid
- Mrs June Dougan – Emergency First Aid in School
- Mrs Clare Fox – Emergency First Aid in School
- Mrs Vicki Elliott – Emergency First Aid in School
- Mrs Tracey Robinson – Emergency First Aid in School
- Miss Chay Kosofsky – Emergency First Aid in School
- Mrs Beata Skonieczna – Emergency First Aid in School
- Mrs Stacey Hopkins – Emergency First Aid in School
- Miss Kayleigh Creighton – Emergency First Aid in School
- Mrs Gemma Frain – Emergency First Aid in School
- Miss Elise Jones – Emergency First Aid in School
- Miss Yasmin Moreton – Emergency First Aid in School
- Mrs Beata Skonieczna – Emergency First Aid in School
- Mr Darren Wilkins – Emergency First Aid in School
- Miss Zarah Spillett – Emergency First Aid in School

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aiders

At St Mary's Catholic Primary School there are 14 emergency first aiders who are as follows:

- Mrs Sue Beesley – Emergency First Aid
- Mrs June Dougan – Emergency First Aid in School
- Mrs Clare Fox – Emergency First Aid in School
- Mrs Vicki Elliott – Emergency First Aid in School
- Mrs Tracey Robinson – Emergency First Aid in School
- Miss Chay Kosofsky – Emergency First Aid in School
- Mrs Beata Skonieczna – Emergency First Aid in School
- Miss Stacey Hopkins – Emergency First Aid in School
- Mrs Gemma Frain – Emergency First Aid in School
- Miss Elise Jones – Emergency First Aid in School
- Miss Yasmin Moreton – Emergency First Aid in School
- Mrs Beata Skonieczna – Emergency First Aid in School
- Mr Darren Wilkins – Emergency First Aid in School

- Miss Zarah Spillett – Emergency First Aid in School

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

Qualified First Aiders (*Those completing the 3-day first aid course*)

At St Mary’s Catholic Primary School there is 1 qualified first aider who are as follows:

- Helen Cook

They will be responsible for administering first aid, in accordance with her training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At St Mary’s Catholic Primary School there are 2 paediatric first aid trained staff who are as follows:

- Mrs Kim Merryfield – Paediatric First Aid
- Mrs Rachael Negus – Paediatric First Aid
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These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 2 first aid kits on the premises
 - These first aid kits will be situated at the Medical Room – 2 kits and 1 kit outside the year 2 & 3 classroom, 1 outside the year 1 classroom, 1 outside the year 4 classroom
- 3 travel first aid kits
 - This travel first aid kit is located in the Medical Room and taking out on school trips

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every term and record findings on the Children’s Services First Aid Kit Checklist. Completed checklists are to be stored in the Risk Assessment Folder.

The contents of first aid kits are listed under the ‘*required quantity*’ column on the checklist itself.

The Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Appropriately stocked – bed, running water, first aid kit, sick bucket, chair & bin
- Have hand-washing facilities available
- Be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- Sited on the ground floor
- Lead to a suitable external exit route
- Has emergency lighting

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider is to take charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents is to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, or another member of staff remains with the child until the parents can be contacted and arrive.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hour and Trips	
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The first-aid arrangements for all school managed and organised after school activities (parent's evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a need's assessment for that activity.

Where the school have arrangements to hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the School Business Manager who will ensure that these arrangements are recorded in the hire agreement.

The first-aid arrangements for school organised trips are included in the risk assessments for each individual trip. These are reviewed for each trip and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip, and that sufficient cover is retained at the school to cover those who stay at school.

Records	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<https://www.hants.gov.uk/educationandlearning/school-health-safety>