



**St. Ethelbert's Catholic Primary School
and Nursery**

**First Aid
Policy**

Date of Policy Issue: September 2025

Name of Responsible Person : Mr S Marshall

Role of Responsible Person : Headteacher

Signature of Responsible Person S Marshall

Signature of Headteacher

Signature of Chair of Governors

Date agreed :

Date to be reviewed: 31st August 2026

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

Policy Statement

The 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 is held by the Headteacher.

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:

- Ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises in accordance with our First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with our First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

A designated member of staff will ensure that appropriate numbers of qualified First Aiders, appointed persons and paediatric trained staff are nominated, that they are adequately trained to meet their statutory duties and undertake refresher training when necessary.

Qualified First Aid Staff

There are qualified First Aiders across the school (see Annex 1 for complete list of names). They are 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. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Early Years First Aid Trained Staff

There are a number of Paediatric First Aid trained staff in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

ALL FIRST AID TRAINED STAFF ARE IDENTIFIED BY A FIRST AID BADGE WHICH IS WORN ON A LANYARD

Accident Procedures

Any accidents that occur in school to children at break or at any other time must be logged on Medical Tracker and reported to the class teachers. Each class has a designated iPad, with a red case, for first aid use and Medical Tracker. For any incidents of a head knock this will be recorded on medical tracker and the child taken to the school office where they will be given a red wristband to wear with the date and the time of the incident. The child must wear the wristband for the remainder of the school day to make all staff aware. The parent will be notified immediately. If it is an accident requiring further investigation and treatment, then the Headteacher or Deputy Headteacher must be informed; the accident needs to be logged and if necessary, reported to the Health and Safety Executive (HSE) via the on-line Incident Notification Form.

Equipment and Medicines

- First aid equipment is stored in the Nursery, Year 2, Year 5, ladies' toilet in St Ethelbert's building, staffroom, main office and the Care suite (St Gertrude's building) and in the dining hall; all clearly indicated with a First Aid symbol. Small 'travel' first aid kits are allocated to First Aiders during break times. There will also be a first aid bag per classroom.
- **Care Suite:** The care suite is located in the Infant Building (St Gertrude's) next to the girls' and boys' toilets and has shower and changing facilities, disabled toilet with grab rails and safety rails and a changing table.
- First aiders are responsible for checking their kits regularly and requesting stocks to be replenished. The school manager is responsible for checking and replenishing all other First Aid supplies.
- Medicine for children is stored in a locked fridge and a cupboard in the office. Travel kits must accompany groups of children working off site.

- Controlled drugs such as Ritalin are kept in the locked cupboard and antibiotics are stored in a fridge. A proper record is kept of drugs received in school and as each dose is dispensed, the appropriate form is signed and logged.
- With the exception of EpiPens and Inhalers, (which must be clearly named and are stored in class Medicine boxes), teaching staff are not permitted to store or administer medicines. Staff may only administer medicines on completion of a school 'medicine consent form' which must be signed by a parent or carer. Medicine to be stored must be clearly marked with the child's name and dosage. All medicine administered in school or on school trips must be recorded, signed and witnessed.
- Disposable (latex free) gloves are available in each class and teaching base and should be used whenever dealing with bodily fluids.
- Children should not be asked to care for an injured peer where there is a likelihood of contact with bodily fluids.

Emergencies

- If a child requires emergency treatment, First Aiders and office staff must be alerted immediately. They will in turn inform the Headteacher or a senior member of staff. A list of First Aiders will be posted on each classroom wall and issued to all staff at Induction (see Annex 1).
- Do not move the patient if there is any concern that there may be serious injury. Only move patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards, keep the casualty warm and remain on the scene until assistance arrives.
- In the case of an ambulance being called, an adult school representative will accompany the patient to the A & E Department. Office staff will make appropriate arrangements and contact parents or carers.
- **Parents or carers are notified by phone of any head injuries or any wound requiring further medical attention and children are given a letter to take home. For head injuries children are given a red wristband to wear with the date/time of the injury which they must wear home.**

Pupil Accident Reporting

- Pupil accidents are recorded and reported via Medical Tracker. Parents are informed via email the same day
- For all head injuries parents are informed immediately.
- All First Aiders dealing with an incident are recorded on Medical Tracker.

- All accident reports will be reviewed termly as part of the school Health & Safety inspection.
- **All accidents that need treatment off site must, if appropriate, be reported to HSE and recorded via the Incident Notification Form.**

Staff Accident Reporting

- In the event of staff accident, or injury, staff will need to record it on Medical Tracker. This will need to be completed at the time of the accident and a senior member of staff will be informed.

Staff and Visitors

- In the event of a member of staff or a visitor (child or adult) requiring first aid/emergency treatment, First Aiders and office staff must be alerted immediately. They will in turn inform the Headteacher or a senior member of staff. A list of First Aiders and members of staff who are EpiPen trained is available at Annex 1.
- Do not move the patient if there is any concern that there may be serious injury. Only move patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards, keep the casualty warm and remain on the scene until assistance arrives.
- In the case of an ambulance being called, an adult school representative will accompany the patient to the A & E Department. Office staff will make appropriate arrangements and contact parents or carers. See Annex 2.
- All accidents to staff and visitors should be recorded in the appropriate Accident book.

Educational Visits and Extra-Curricular activities (ECAs)

On the day

Take:

- First Aid Kit with you (First Aiders to arrange) and check on any special medical circumstances of children going (e.g. epilepsy).

Take also:

- Contact phone numbers of bus drivers, school, your destination and other teachers on the trip in case of accident or delay.
- Full list of children (home phone numbers) going on the trip, for purposes of checking.
- Medicines and recording forms for those children who require medication during the school day.

Health Care Plans

Hard copies of Health Care Plans are kept in a marked folder in the main office. Health Care Plans are shared and accessible by all staff via Google Drive.

Allergies and Medication

A list of children with allergies and those requiring medication is kept in each classroom and updated termly.

Administration of Medication

Asthma inhalers should be kept in classrooms so that children can access them if needed. They should be taken to the swimming pool and outside if lessons are taking place elsewhere on the site. They must always be taken on school trips. Other prescribed medication such as Ritalin, Piriton etc are kept in a locked unit in the school office with the child's name on the front. EpiPens are kept available for use by staff in an emergency. Parents are responsible for checking the use by dates on the medication regularly. If a child requires prescribed medication to be administered to them during the school day, then parents are required to complete a form giving permission for the medication to be given.

All medication administered in school or on school trips including self-administered by the child (asthma inhalers) must be recorded, signed and witnessed on the appropriate form.

Please refer to the school policy and procedures 'Medicines – Administration to children and Supporting children with their medical needs' for further details.

ANNEX 1: LIST OF FIRST AIDERS

Helen Taylor
Debbie Bradford
Kelly Brien
Sharon Calver
Carol Milgate
Shahnaj Parveen
Julie Rydz
Ella Silsbury
Sarah Cayley
Drew Clinch
Vicky Rees
Keri Gill
Dawn Redford
Jasmine Thorne
Cerys Webster
Miyoka Kelly
Jill Hitch
Jessica Hare

ANNEX 2: CONTACTING EMERGENCY SERVICES

Contacting Emergency Services

The school office 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 person becoming unconscious
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number: 01843 585555

2. Give your location as follows: Dane Park Road

3. State that the postcode is: CT11 7LS

4. Give exact location in the school/setting (insert brief description)

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the location

8. Check details of any medication/copy of Medical Health Care Plan is provided to the ambulance crew

Speak clearly and slowly and be ready to repeat information if asked