



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

**First Aid
Policy**

Date of Policy Issue: April 2026

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. 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.

In-school procedures

Trained first aid staff will always aim to advise and guide, act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

- Classroom and playground bumps and scrapes can be cleaned and dressed by all first aiders at the time with class teacher or TA informed so parent can be informed at the end of the day via email from Medical Tracker
- First aiders are always on duty during playground duty and lunchtime time supervision.
- There is always a first aider on site in the event of need for first aid during after school clubs.
- Breakfast and wraparound have paediatric first aid trained staff who manage the club from start to finish.
- Advice should always be sought if there is any doubt about the seriousness of any injury or illness, or the nature of treatment to be given.
- In the event of an accident to a staff member the injured party must fill in medical tracker and notify the Headteacher or member of SLT
- All first aiders are aware of wearing appropriate PPE to deal with bloods or bodily fluids, appropriate bins are provided for PPE swabs, wipes, plasters and coverings.
- In the event of an accident to a visitor, parent or carer incident reports from witnesses will be needed with any first aid or additional treatment given. The Headteacher and Health and Safety lead will be informed in case of HSE reporting and follow up.
- All reports will be kept on medical tracker.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Children must receive an 'I BUMPED MY HEAD' wrist band. The adults in the child's class-room should keep a close eye on the child if the child does not need to go home. All bumped head accidents are recorded on medical tracker.

Parents must be called if the child has had a head injury such as hits a hard surface, has a serious cut on the head, a large bump (egg) or there are signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital. Head injuries with no visible signs must not be ignored as there could be serious internal injury; first aiders must check with a qualified first aider before a child is sent back to class. **ALL serious head injuries must be reported to parents immediately.**

Sports accidents and incidents

Accidents and minor injuries are inevitable in sports and games involving children. Risks assessments are in place to minimise this risk and to ensure the safe use of equipment and that all pupils and staff are aware of health, safety and expected school behaviour while participating in sports games and activities.

- All sports injuries requiring first aid treatment need to be treated by a first aider and recorded on medical tracker

Equipment and Medicines

- First aid stations can be found:
 - In the infant building in the Year 1/Year 2 corridor
 - In the junior building by the door to the Year 3/Year 4 playground
 - In the junior building by the door to the Year 5/Year 6 playground.
- First aid stations contain:
 - Plasters
 - Wipes
 - Gloves
 - Bandages
 - Slings
 - Eye wash
 - Micropore tape
 - Scissors
 - Bumped head wristbands
 - Tissues
 - First aid waste bags
 - Hand sanitiser
 - Travel first aid kits for off site
- **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.

- The school manager is responsible for checking and replenishing all 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, it is logged on Medical Tracker.
- 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 from the first aid stations 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 serious 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.**

Ringling Parents

Calls to parents are a courtesy. They may offer the parent an opportunity to visit their child in school or pick them up. They may allow us to seek advice on whether a reaction to an injury or illness is normal or to check a treatment.

Annex 3 offers advice on when to call parents.

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.

AED – Automatic External Defibrillator

St Ethelbert's Catholic Primary School and Nursery has a defibrillator for pupils, staff, visitors, sports events and requests from the community and emergency services if the need arises.

- An AED is a portable electronic device that automatically diagnoses and treats life threatening

- cardiac arrhythmias through the application of electrical therapy, allowing the heart to re-establish an effective rhythm.
- Modern AEDs are simple to operate and safe for users.
- The AED will analyse the individual's heart rhythm and apply a shock to restart it, or advise that CPR should be continued.
- Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on.
- These include positioning and attaching the pads, when to start or restart CPR and whether or not a shock is advised.

It is located in the main entrance on Dane Park Road and is maintained and regularly checked. All first aid trained staff as part of their training understand the when and how to use a defibrillator and why it is needed. Any adult can use the defibrillator if the need arises and if directed or advised by emergency services.

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.

This policy will be monitored and reviewed termly

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

Annex 3

Calling Parents – Top Tips!

1. **BUMPED HEAD LARGE VISIBLE BUMP** – parents may want to see and assess
2. **ANY BITE/STING** – parents need to tell us if they have been bitten/stung before. They may want to come in and administer some anti-histamine
3. **VOMITING** – parents need to take child home
4. **NOSE BLEED** – if longer than 30 mins parents need to come and assess
5. **SUSPECTED BREAK/SPRAIN/STRAIN** – parents to assess any swelling
6. **GENERAL DISTRESS AFTER A FALL/ACCIDENT**
– parents may need to come and assess
7. **RASHES** – parents need to provide more information to us or assess themselves
8. **BURNS** – parents must be informed
9. **ASTHMA** – parents informed if inhaler has been used more than three times in a day. If attack, see 'Calling 999'
10. **EYE INJURY** – inform parents if eye is bloodshot/swollen after injury