The Federation of St Paul & St Martin of Porres Catholic Primary Schools

First Aid Policy

November 2026

Policy Originator	Haringey Education Partnership
Governor Responsible	Nick Dickson
Status	Statutory
Last reviewed	June 2025
Ratified on	16th November 2026
Review period	Annual
Signed	Nick Dickson

The Federation of St Paul and St Martin of Porres Catholic Primary Schools was established on 1st September 2021 and whilst the two schools of St Paul's Catholic Primary School and St Martin of Porres Catholic Primary School operate as two separate schools they are overseen by a single governing body. The Federation of St Paul and St Martin of Porres Catholic Primary Schools will be herein referred to as 'the Federation'.

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1. Policy Statement for First Aid

The Federation will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid provision for pupils, staff, parents and visitors and will make sure the procedures are in place to meet that responsibility. This Policy complies with the Federation's Health and Safety Policy and is reviewed regularly.

2. Aims and Objectives

- To identify the first aid and medical needs of the Schools in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the Schools' premises, and also off the premises whilst on the Schools' visits.
- To appoint the appropriate number of suitably trained people as appointed persons and first aiders to meet the needs of the Schools and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide risk assessment and awareness of Health and Safety issues within the Schools and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff, pupils and parents of the Federation's First Aid arrangements.
- To report, record and, where appropriate, investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR).

3. Legislation

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
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4. Roles and Responsibilities

4.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the Federation, but delegates operational matters and day-to-day tasks to the Head of Schools, SENDCo and staff members.

4.2 The Head of Schools

The Head of Schools 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 risk assessments are undertaken, 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)

4.3 Staff Involved in First Aid within the Schools

The Teaching Assistants are the named members of staff as the Appointed Persons for First Aid plus one member of the office staff within each School.

The role of the (appointed) First Aider(s) is: the INCO (Inclusion)

- To check the contents of the First Aid boxes every half term and re-stock them as necessary.
- To take charge of a child, employee or visitor when they become ill.
- To give first aid if they are trained to do so.
- To maintain a central record of all accidents, (as well as inform the LA and or Health and Safety Executive of any serious incidents arising from accidents within the Schools as per statutory obligation).

4.4 Trained First Aiders in the School

The Head of School is responsible for ensuring that there is an adequate number of qualified appointed persons / first aiders.

The names of the qualified first aiders and those that have undertaken first aid training are available on the Federation Shared Drive.

In both schools there is a member of early years staff that has a paediatric first aid certificate (PFA)

This complies with recommendations of one First Aider per 50-100 children/employees.

Whole staff training is renewed every three years.

5.0 First Aid Provision

First aid kits are available at the following locations in each school:

1. The School Kitchen
2. The Medical Room
3. Portable First Aid Kit(s) for General Outing Use (kept in Medical Room)

The Head of School ensures that all staff have read the Federation's First Aid Policy, and have been told about First Aid procedures at induction/Inset

There are First Aid Posters in each Medical Room.

A First Aider is available at all times including lunchtime, playtime and to cover absences in each School.

The Medical Room in each School is designated as the first aid room for treatment, sickness and the administration of first aid in the main School buildings.

In the absence of the class teaching assistant, children will be sent to the office.

All staff will ensure that they have read the Federation's First Aid Policy.

6.0 Off-site procedures

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

- A mobile phone
- Portable first aid kit
- Information about the specific medical needs of pupils
- Parent/carers' contact details

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

There will always be at least one 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)

7.0 Head Injuries

Accidents involving a child's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

All head injuries will be monitored closely and a head injury letter (appendix 1) completed and given to the parents / carers by the member of staff who administered the First Aid to the child. If the head injury is thought to be more serious (e.g. a possibility of unconsciousness or blurred vision, persistent headache or vomiting has been reported), an ambulance will be called and the parents/relatives immediately contacted by a member of the school's administration team - see section for Emergency Arrangements.

Parents are always notified by telephone of any injury to their child's head or face, this is in addition to written notification which will also be sent.

8.0 Emergency Arrangements

Where the injury is an emergency, the First Aider will stay with the child and the administration staff will call an ambulance and contact the parents / carers immediately. If the injured party is not breathing or has no pulse, CPR will be provided by whoever is most qualified to hand.

Where hospital treatment is required but it is not an emergency, the school's administration team will contact the parents for them to take over the responsibility of the child.

In the event that parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until his or her parents are able to take over.

The Schools' Administration teams are to always call an ambulance on the following occasions:

- In the event of a serious injury or illness.
- In the event of a significant head injury.
- In the event of a period of unconsciousness.

9.0 Hygiene / Infection Control

Hands must be washed before and after giving first aid. (A poster on hand washing is displayed in the Medical Room).

Single use disposable gloves must be worn in the event of an open wound, vomiting, diarrhoea, etc.

Any soiled dressings, etc. must be disposed of in the yellow clinical waste bin.

Any body fluids on the floor should be cleaned up using the appropriate absorbent granules. These should then be disposed of in the yellow clinical waste bin. If possible, the area should be bleached (dilute 1: 10).

Body fluid spillages on hard surfaces should be cleaned up using gloves and appropriate cleaning fluids then bleached (1:10) and all cloths disposed of in the grey/yellow clinical waste bin.

Exposed cuts and abrasions on the First Aid giver should always be covered.

10. Record Keeping and Reporting

All incidents / injuries / head injuries / ailments and treatment are recorded on the daily first aid sheet in the Medical Room.

Parents are informed of any head / facial injury by a telephone call in the first instance, and followed up with a letter for all pupils.

Parents with children in Early Years will be informed of all visits to the medical room however minor.

The First Aider, in consultation with the Head of School / SENDCo will contact the child's parents / carers if she has any concerns about the injury, or needs to send a child home or to hospital through illness.

Any significant injury also needs to be recorded in the Accident Book. This needs to be completed by the person administering first aid and signed by the Head of School. It is recommended that these records are kept for seven years.

If the nature of the accident involves contacting the Health and Safety Executive - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) or the LA (e.g.: Safeguarding issues), the Head of Schools will do this.

11. Complaints

If parents or pupils wish to complain how pupils with first aid needs are supported, they should do so by contacting the Head of School in the first instance. The matter will then be dealt with directly or referred to the Governing Body, following the School's Complaints Procedure, a copy of which is on the Schools' websites or available from the School Offices.

12. Links with other policies

This first aid policy is linked to the:

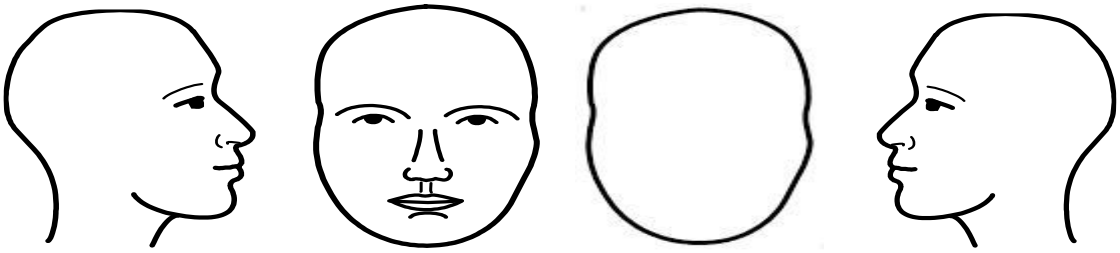
- First Aid Policy
- Risk Assessments
- Supporting Pupils with Medical Conditions Policy
- Safeguarding & Child Protection Policy

Appendix One

The Federation of St Paul and St Martin of Porres Catholic Primary Schools

Child's Name..... Class.....

Today your child received a bump to their head. The details are as follows;



Right Front Back Left

Date and Time: .....

Details of how and where the injury occurred: .....

.....

How it was treated: .....

.....

What happened next: .....

.....

Although your child now seems fine, we recommend that you keep a close eye on her / him for the next twenty-four hours and watch for the following symptoms:

- Headache
- Nausea
- Dizziness
- Blurred vision

If your child should display any of these symptoms you should seek medical advice.

Yours sincerely,

Your child's class teacher has been informed **YES / NO**