

First Policy



Aid

“Christ with me as I learn,
grow and shine.”

November 2025

Review Date: November 2026

Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do, where children learn, grow and shine. Children at St Patrick's learn to become resilient and self-assured in a safe environment where challenge is key. Children are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens.

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The administration and organisation of first aid provision is taken very seriously at St Patrick's Primary School. There are annual procedures that check on the safety and systems that are in place in this policy.

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

First aid in school

At St Patrick's Primary School, we ensure that there is at least one emergency first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

Members of staff receive regular training in Emergency Aid, with additional staff members trained in Paediatric First Aid. In Reception there is always at least one staff member with Paediatric first-aid training. When children are taking part in off-site visits, a first-aider accompanies all groups. Visit leaders identify this member of staff when planning visits. For Reception Class visits, a paediatric first-aider accompanies the group. During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

1 Training

The school keeps a register of who is first-aid trained and when their training is valid until. The head teacher is responsible for organising first-aid training.

2. Roles and Responsibilities

2.1 Appointed person(s) and first aiders

The school has 12 trained first aiders, 6 trained paediatric first aiders and 1 appointed person. They are responsible for:

Appointed person:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Checking equipment is in date

- Supporting when there is an incident requiring ambulance attendance

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incident; 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 and liaising with the headteacher in the event of the accident or incident involving a member of staff
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's paediatric first aiders are listed in appendix 1 along with the other first aiders. Their names are also displayed prominently around the school and by every first aid box.

2.2 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs
- Assisting when an incident has occurred through such activities as supervision of children, getting equipment and making senior staff aware.

2.3 The Headteacher

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

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

2.4 The local authority and governing board

Lancashire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3 In-school procedures

3.1 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 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher- or if not available - the School Administrative team will contact parents immediately
- The relevant member of staff will complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury

3.2 Calling the emergency services

In the event of the emergency services being called, a member of the admin staff OR another member of staff, wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents/carers are contacted immediately and given all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are clearly located in the school office.

4 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils/staff/accompanying adults
- Access to parents' contact details
- Base contact details for an emergency

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. Lancashire's EVOLVE system is used and the Educational Visits Coordinator and Headteacher will authorise visits.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for reception-aged children, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

5. First aid equipment

5.1 A typical first aid kit in our school will not include any medication, but does include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Burns dressings

Additional First Aid equipment around school:

- An Inhaler (school have purchased a generic inhaler for general use, which is held in the medical cabinet in School Business Manager's office – expiry date: Feb 2026)
- Ice packs are kept in the staff room freezer.

5.1 First aid boxes are kept in the locations detailed below:

1. Front office
2. Staff Room
3. KS1 corridor
4. Outside current Year 5 classroom
5. Reception class

In addition to first aid boxes, there are kits for external educational visits that are located in the staff room and a kit within the emergency grab bag (located in the School Business Manager's office).

The boxes contain supplies recommended by the HSE. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found within the specific folder which is kept in the staff room.

5.2 Defibrillator

A defibrillator is located on the wall in the front office.

6. Record-keeping and reporting

6.1 First aid and accident record book

There is one Accident Register in school. This is kept in the School Business Manager's office. In the event of an accident, incident or near miss, the procedures detailed below will be followed:

- For staff, an LCC Accident/Incident Report Form will be completed as soon as possible after the event. This is done electronically.
- Section 'L' of the LCC Accident/Incident Report Form will be completed and if necessary, an investigation.
- If a pupil has suffered from a bumped head, a bumped head letter will be completed and shared with the parent or carer, asking them to sign to confirm receipt.

These records will be retained and used locally to monitor for trends and types of accidents (ensuring this information is kept secure and confidential)

Any accidents/incidents caused or contributed to by a premises issue will be reported to the premises manager for consideration

6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- 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

Information on how to make a RIDDOR report is available at:

[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

The class teacher or teaching assistant will inform parents 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.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Links with other policies

This first aid policy is linked to the

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

Appendix 1: list of trained first aiders, including pediatric first aider

Name	Location	Qualification	Date qualified	Renewal Date
Mandy Cross	Y6/ OoSC	EFAW	23.09.2025	23.09.2028
Adele Norwell	Y2/welfare	EFAW	28.03.2023	28.03.2026 Booked for 11/03/2026
Kath Wright	Y3/welfare/OoSC	Paediatric First Aid	15.10.2025	15.10.2028
Debra Banks	Y5/ Welfare/ OoSC First Aid Lead	EFAW	23.09.2025	23.09.2028
Bridget Alty	Y4/ Welfare/ OoSC	Paediatric First Aid	02.06.2025	02.06.2028
Shaeena Mohamad	Y3/ Welfare	EFAW	14.11.2023	14.11.2026
Donna Barlow	Y2/ Welfare	EFAW	28.03.2023	28.03.2026 Booked for 11/03/2026
Faye Holmes	Rec/ Welfare	EFAW	23.05.2023	23.05.2026
Sarah Smith	Reception	Paediatric First Aid	August 2023	August 2026 Booked for 8 th July 2026
Mary Charnley	Reception	Paediatric First Aid	15.10.2025	15.10.2028
Amy Gallagher	Reception	Paediatric First Aid	11.02.2026	11.02.2029
Frankie Too	Y3/ OoSC	Paediatric First Aid	11.02.2026	11.02.2029