

Learn. Grow. Achieve. Flourish.

'I instruct you in the way of wisdom and lead you along straight paths.' Proverbs 4:11

Love. Respect. Peace. Wisdom. Responsibility. Honesty. Forgiveness. Resilience. Perseverance.

St Mary's Church of England School



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First Aid Policy

POLICY: First Aid Policy

APPROVED BY: Full Governing Board/Headteacher

APPROVED DATE: JULY 2026

REVIEW DATE: JULY 2027

This policy is: statutory

This policy is reviewed: annually

Our School Vision

St Mary's school vision is to embrace a Christian like way of living, learning and teaching.

As a Church of England primary school, we value and are ambitious for all children and are committed to providing a positive, happy, safe and stimulating environment for them to enjoy and excel in their learning; grow in confidence, resilience and independence; achieve their full potential and flourish as individuals.

'I instruct you in the way of wisdom and lead you along straight paths' (Proverbs 4:11)

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1. Introduction and Aims

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed [first aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid.

The First Aid Policy is written in conjunction with the First Aid Risk Assessment. If elements of the risk assessment significantly change, the First Aid policy will be updated to reflect this.

Note: The First Aid Policy and First Aid Risk Assessment will be reviewed in summer 2026 to reflect the changes to anaphylaxis treatment and the expectations placed on schools.

Our school aims to:

- To ensure the school staff is clear on pupils, staff and visitors health and safety needs while on site
- To manage, track and monitor medication on the school site and its use
- To keep accurate and up to date asthma, epilepsy and allergy care plans
- To act safely, promptly and effectively with accidents and emergencies
- To use basic first aid equipment
- To maintain records on the nature and treatment of an injury
- To recognise the importance of hygiene in first aid procedures
- To ensure that staff training is compliant with current legislation – including general first aid and paediatric first aid.
- To ensure staff and governors are aware of their responsibilities with regards to first aid

2. Legislation

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety 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
- [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

NB. All records on Medical Tracker are held until the pupils are 25 years of age.

3. Roles and Responsibilities

3.1 Headteacher

- The person with designated overall responsibility for first aid in the school is the Headteacher.
- The Headteacher delegates day to day responsibility for the implementation of the First Aid policy and provisions to the school's Welfare Officer, class teachers and all staff who work with pupils.

3.2 Class Teachers

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- ensure that they are familiar with Medical Tracker and how to log incidents
- ensure that incidents and use of inhalers, etc, is logged on Medical tracker
- ensure that asthma inhaler/auto inject pens are checked termly are in date
- make parents aware of inhalers needing renewal, etc
- ensure that they are responsible for the green medical backpacks and their movement between lessons and activities
- read the First Aid policy and be aware of its scope and expectations
- to ensure that necessary medical information is shared with support staff to ensure continuity of care

3.3 Welfare Officer

The nominated Welfare Officer is Julie McMahon

The Welfare Officer will ensure that:

- There are appropriate numbers of school first aid trained staff, and paediatric first aid trained staff are nominated and receive training.
- They oversee and administer first aid and medical treatment on a day-to-day basis.
- All medications onsite are recorded and all medications brought into school come in to school via the medical officer who will ensure that relevant paperwork is completed by parents
- All staff are aware the Medical Officer is the first point of contact for advice and support when engaged in the administration of first aid.
- The best decision is decided upon assessment of a child, visitor or staff need
- All Medical Care Plans are available to staff (medical backpacks, Medical Tracker and a hard copy in the office).
- First aid resources are in stock and replenished frequently.
- Work in accordance with training and instructions

- Medical Tracker is accessible for staff and set up with passcodes.
- The training for reporting incidences is available, up to date, completed to a good standard and records are stored securely.
- The Headteacher or an SLT member is informed of any incidences that are of concern and require hospital treatment or emergency services.

3.4 Pupils and Parents/Carers

It is the responsibility of parents/carers to inform the school of any medical conditions, allergies, etc a pupil has. Parents should update the school of these if there is any change.

It is the responsibility of parents to ensure that the school has the correct necessary medication if needed during the school day.

Where medication becomes out of date, it is the responsibility of the parents/carers to obtain replacements

It is the parents/carers responsibility to ensure that necessary medication is in school at all times.

4. Reporting and Recording

All medical incidents are recorded on Medical Tracker – including the administering of medication such as asthma inhalers. ALL notifications are to be sent to parents. All staff have the capability to use Medical Tracker.

All accidents requiring treatment are recorded on Medical Tracker with the following information. Whenever a pupil has their temperature taken, this is to be recorded on Medical Tracker.

Note: NHS guidelines state that a high temperature is 38°C and above and pupils should be sent home if these temperatures are recorded.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident, e.g. bump on head etc
- Cause of injury
- Location of incident
- Treatment provided and action taken

Entries on to Medical Tracker are kept while pupils are on role at St Mary's CE primary School.

5. Notification

The school procedure for notifying parents will be 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 half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /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.

6. Medicines

Medicines are only administered if the child's doctor has said the child may return to school whilst still taking the medicine. The following rules apply:

- A request/consent form will need to be completed with the details of the medicine and the time it is to be administered.
- Antibiotic medicines will only be administered by the school if they are required to be taken four times a day or at specific times of the day.
- Only blue 'reliever' inhalers are accepted – alongside the appropriate spacer.
- Medicines must carry a prescription label with the child's name clearly displayed. No other medicines will be administered.
- A first aider will give the medicine in the Medical Room and log this on Medical Tracker
- The parent/carer is responsible for the collection and delivery of the medicine on a daily basis.

Inhalers and Auto Injector pens must remain in school until the end of the school year where they will be returned to parents or pupils.

ALL medication brought into school must be done so via the Office and the Medical Officer. No medication is to be handed to classroom staff.

Medication must NOT be brought into school by pupils for self-administration.

Calpol is not administered by school medical staff but parents are welcome to come into school to administer a dose if needed.

7. Storage and Disposal of Medicines

Any medication that needs to be in school is stored either in the school Medical Room fridge or as per storage instructions. The exceptions to this rule are inhalers and epi-pens, which must be clearly labelled with the child's name and kept with a copy of the care plan in a separate named wallet inside the class green medical backpack; where they can be easily reached where necessary. Medical bags must accompany the class to assemblies, PE, play and lunch time breaks and school trips and sporting events. It is the teacher's responsibility to ensure that children have their inhalers with them at all times.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly. When we carry out checks on medicines parents will be notified by email should the medicines/inhalers have expired.

Note: the school has emergency asthma inhalers for use with children with existing care plans

8. First Aid Materials, Equipment and Facilities

Items held in the Medical Room, for the use of basic first aid include:

- Assorted sterile adhesive dressings, individually wrapped
- Paper towels
- Wrapped triangular bandage
- Disposable gloves
- Disposable aprons
- Tissues
- Ice packs
- Chairs
- Water, including drinking water
- Soap
- Emergency asthma inhalers – only to be used if the pupil has an existing care plan
- Bin with yellow clinical waste bags
- Defibrillator
- Vomit clean up kit

At playtimes the first aider on duty has a bag with the basic necessities for treating small cuts and grazes.

Bag contents:

- Antibacterial wipes
- Tissues
- Plasters
- Gloves
- Vomit bags
- Water pouch (for cleaning wounds)

Personal items, such as epi-pens, medicines, which are clearly labelled with the child's name etc, are kept in the class medical bags; these boxes **MUST** be taken out at break times, lunchtimes for fire practice, assemblies and PE.

Whenever the pupils leave the classroom, the medical bag goes with them. This includes onsite trips. No child can take a medicine without a form signed by the parents/carers and Headteacher (or Deputy Head in her absence).

9. First Aid

In the case of a child requiring emergency first aid, a qualified first aider should be notified. *All staff can treat minor injuries, only requiring a clean or plaster.*

- Gloves must be worn when treating an injury or when changing a child's underwear.
- If a child is sick (vomiting) they should be cared for in the Medical Room. Their parent/carer must be contacted and asked to come into school and take their child home.
- *A child who has vomited or who has diarrhoea should not return to school until 48 hours after the last incidence of the sickness or diarrhoea.*
- A child must not be left unattended at any time. They can be moved into the reception area to await collection

by their parent/carer if appropriate.

- Qualified first aiders – identified by the yellow card holder and yoyo, are outside on duty at playtimes and lunchtimes.

10. Head Injuries

A simple injury (bump/knock/hit) to the head can have serious consequences – and even lead to death therefore we treat all head injuries with great care and caution.

In the event of a head injury (no matter how slight):

- First aider to assess the child's injury and take necessary steps.
- If unsure, seek the advice of the Welfare Officer
- Appropriate staff will monitor the child and either:
 - return the child to class where the staff will continue to monitor the child's condition
 - Office to contact parents to collect their child
 - Office to call an ambulance if severe injury

If a child who has received a head injury earlier in the day complains of tiredness or headaches, the parent/carer will be notified immediately and asked to come and collect their child.

11. When to call an Ambulance

The first aider/appointed person will 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 a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

In the event of a severe accident or one requiring an ambulance, the first aider present should ALWAYS call the ambulance as a matter of priority. After this, the Office should be contacted to let them know to expect an ambulance and to call the parents.

12. Asthma

Children with asthma should receive their medication as and when they need it; children are able to access their own inhalers. A spacer should be brought in to school with the inhaler.

Inhalers are to be kept in the green medical backpack and travels everywhere with the class. (see section 8)
For further information, see the Asthma Policy.

13. Anaphylaxis

Children who have allergies and require treatment with an auto-injector pen during an anaphylactic attack must have an in-date auto-injector in school, kept in the green medical backpack. All staff should know where the auto-injector is kept and how to administer it. After using the auto-injector, an ambulance will be called then parents must be informed immediately. It is recommended by the NHS that all children with an auto-injector pen also have an antihistamine syrup.

14. Epilepsy and Diabetes

Should the school be notified that a child is epileptic, training will be sought for the staff from the school nurse and a care plan will be drawn up to manage and support the child's particular needs. The plan will be known to all those who come into contact with the child.

15. All Other Medical Conditions

Parents should inform the school of any medical conditions which may present themselves during the school day as soon as possible.

A meeting with the Medical Officer will be arranged to discuss requirements and care.

16. First Aid For Out of School trips

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them – including the school mobile phone to access Medical Tracker
- The first aider deals with minor incidents and injuries
- For major incidents, the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of the trip
- When an incident is deemed serious enough to require an ambulance, the trip leader must dial 999 then inform the school and parents. Where parents cannot be raised, the procedure of the office continuing to ring parents will occur.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS 111.
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported on Medical Tracker as soon as possible after the incident and notification emailed to parents.
- No medication may be given to a child unless prescribed by a doctor and accompanied by a signed and dated letter from parents for consent. (See section 7) An 'Administration of Medicine' form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- If a child is sick or injured whilst on a trip – not enough to require hospitalisation, transport to bring the child back to school will be organised if it is deemed necessary.
- In the event of parents being unreachable, the emergency contacts will be phoned.

17. Clubs

A member of staff is usually on premises during clubs to administer first aid if needed. An Appointed Person is always on site at all times during the working day and clubs as this is a requirement by law. These 'Appointed Persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

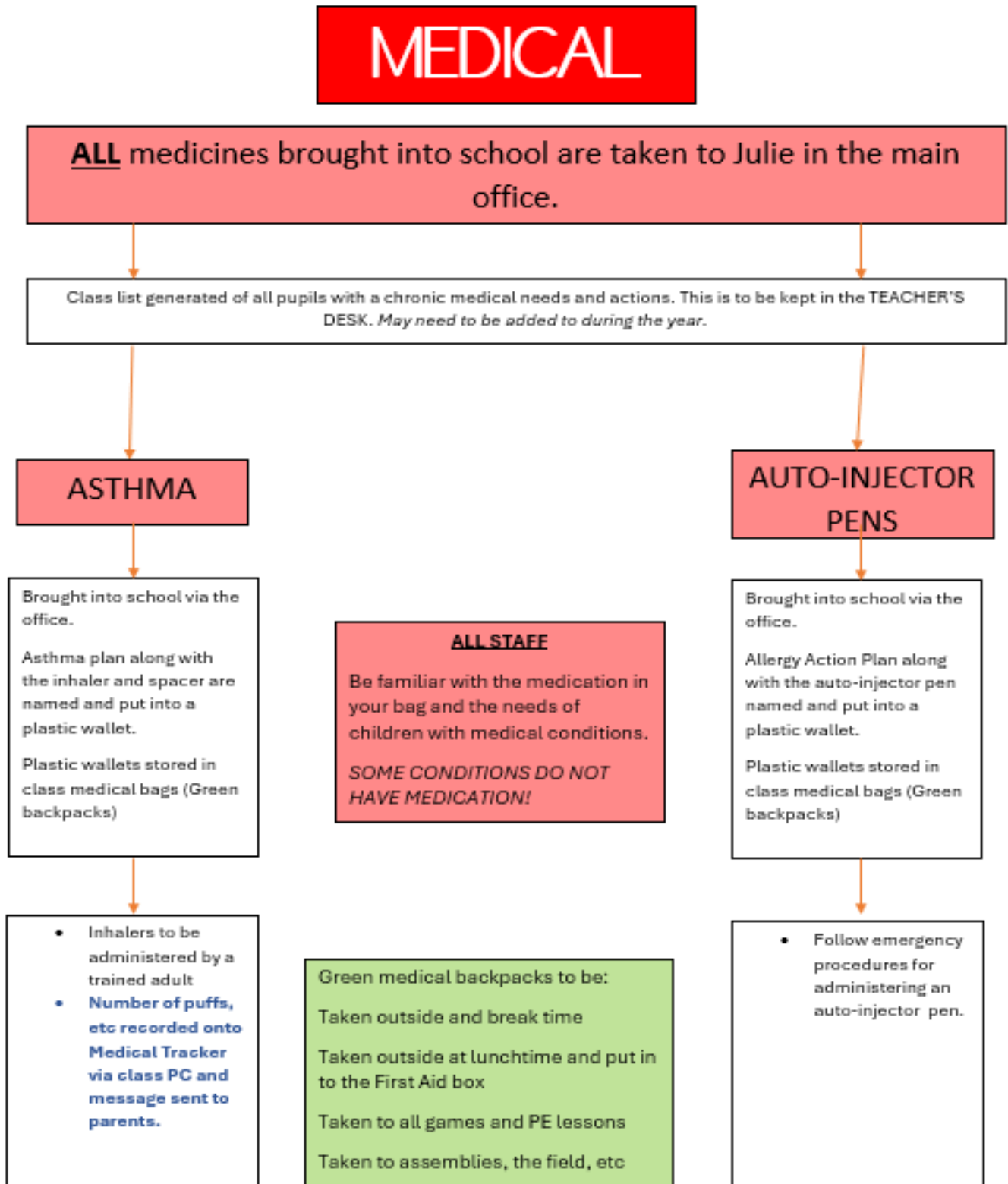
18. Head Lice

The school has a separate policy for the treatment and prevention of head lice.

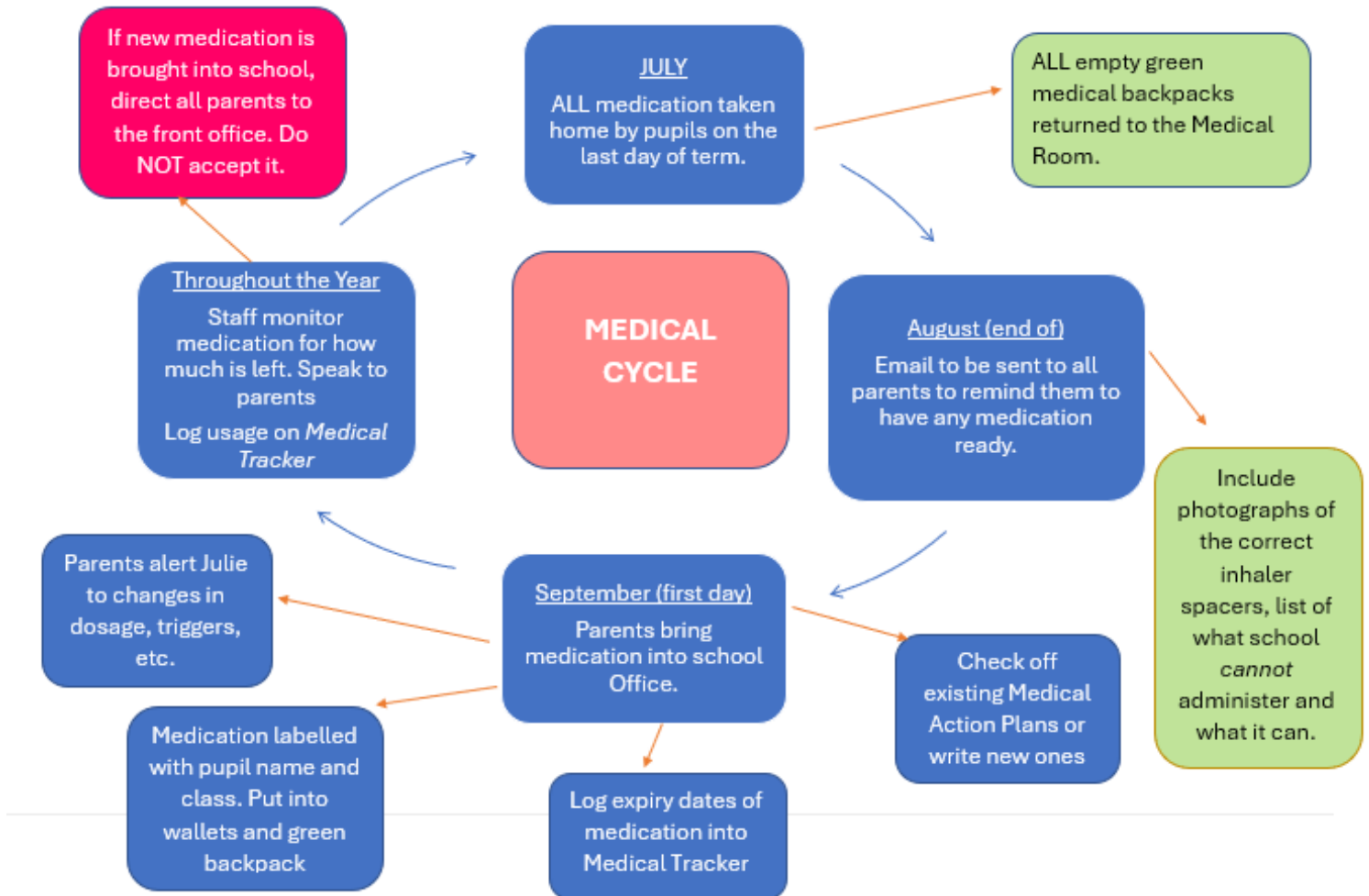
19. Equal Opportunities

This policy applies to all children and staff regardless of their gender, colour, ethnicity, ability or disability, religion or nationality.

Appendix 1



Appendix 2



Appendix 3

St Mary's Church of England Primary School



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RISK ASSESSMENT

Type of Risk Assessment (please circle/highlight)	SCHOOL	FIRST AID RISK ASSESSMENT
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LOCATION	ASSESSMENT DATE	ASSESSOR	CHECKED BY (SLT)
WHOLE SCHOOL	17 TH APRIL, 2024	GAEL ROBINSON	
	REVIEW DATE	SIGNATURE	SIGNATURE

LINKED POLICIES: Safeguarding, Lone Worker, First Aid Policy, Asthma Policy, Medical Conditions Policy, Health and Safety

SIGNIFICANT HAZARD	WHO MIGHT BE HARMED AND HOW		PRECAUTIONARY MEASURES IN PLACE	ADDITIONAL MEASURES TO BE ACTIONED
LIST OF HAZARDS	WHO MIGHT BE HARMED?	TYPE OF HARM		
Inadequate Emergency Response	Staff, pupils, volunteers, visitors, contractors	Serious injury	- School situated near the end of Slough High Street. - Ambulance waiting times vary depending on category of injury/illness	
Lack of awareness of emergency procedures	Staff, pupils, volunteers, visitors, contractors	Serious injury	- Reminders of emergency procedures and these should be displayed in staff areas (Staff Room, Medical Room, Office) - Employees' responsibilities: - Minor injury/illness - In the event of an injury, make a quick assessment of the severity. If not severe: - Locate the nearest First Aider and phone or seek assistance in raising a First Aider - Give your location and the nature of any injuries - On the arrival of the First Aider, let them take control but give support where necessary <i>Never leave First Aider alone with the injured person. Arrange for more than one adult to be present.</i> - Severe injury/illness - Dial 999 as soon as is possible and ask for an ambulance. Give brief details of the injury and the location of the casualty. - Phone the Main Office → Phone parents/carers → Assist with first aid → Call additional first aid trained staff → Arrange for someone to meet and guide the ambulance	Emergency procedures to be shared with staff & displayed around the school.

			→ Head Teacher to be informed - Where Anaphylaxis is suspected, administer medication – taking a note of the time it was administered, and call the ambulance - In the event of an inhaler or auto injector pen being absent, use the school's medication – if available.	
Inadequate provision of first aid	Staff, pupils, volunteers, visitors, contractors	Serious injury	- Numbers of First Aiders within the school are monitored to ensure that there is adequate first aid provision across the school during normal school hours (8.20am – 3.30pm) - SLT are responsible for ensuring that First Aiders are distributed across the school - SLT and Welfare Officer ensure that first aid qualifications are up to date and refresher training is provided - Breakfast Club: to have at least one first aid trained member of staff - After school clubs: where possible, first aid trained staff available and on site (Sports coach and Welfare Officer onsite until 4.30pm) - Lists of first aid trained staff are displayed across the school - Inhalers and Auto-Injector pens are kept in green medial backpacks and move around with classes - Medication is taken on offsite school trips and more local visits – including sporting events - First aid trained staff on break and lunch duty each day - First aid trained staff to accompany school trips <i>Contractors</i> - If on site during school holidays, Groundsman is a trained First Aider. - When arranging works onsite, share whether first aid provision will be available or not	Ensure that first aid trained staff are onsite after school for clubs. Risk assess clubs – first aid need as part of this. Auto-Injector pens for food allergies kept in Dining Hall. First aid training offered to staff at induction

Insufficient first aid supplies	Staff, pupils, volunteers, visitors, contractors		- At the beginning of the school year, parents are to bring inhalers and chambers and Auto-Injector pens into school. - Medication will be checked by the Welfare Officer to ensure that: - It is named for the particular pupil - It is within the expiration date - It is not empty or nearly empty - Medication will be placed into zip wallets along with the pupil's care plan - Medication is kept in each class's green medical backpack. Class teacher's responsibility: - Alert parents when more medication is required - Enter use of inhalers and dose onto Medical Tracker and inform parents - Ensure that green medical backpacks are taken out at break and lunchtimes, for PE and games lessons and on trips out of school Welfare Officer's responsibility: - Care plans are completed and given to class teachers - Medication is distributed as quickly as possible - Class first aid kits are checked and replenished termly - Red trip backpacks are checked and replenished after use - Trip first aid kits are checked and provided on the days of trips out of school - Defibrillator batteries are checked on a weekly basis and recorded - Medical supplies are ordered as needed for the Medical Room and first aid kits	
Trips, falls and bumps to the head	Pupils	Minor Injury	- All children to be seen by a First Aider - Any first aid treatment (cold compress, sticking plaster, etc) to be administered and recorded on Medical Tracker and parents notified via email.	

			- Any injuries from the shoulders or above: - MUST receive first aid treatment - Parents MUST be informed via Medical Tracker with some details included in the message - Second opinions sought from a second First Aider if necessary - Where a child has a temperature, has vomited or has received an injury requiring them to be sent home, ONLY first aid trained staff in the Main Office can authorise a pupil being sent home. - First Aider takes unwell/injured pupil to the Main Office - First Aider assesses the pupil and decides whether they should remain in school or leave school early - Parents /carers called by the Office staff - Pupil signed out via Inventory and handed over to parents/carers - In the case of sickness & diarrhoea, pupils to remain off site for at least 48 hours - Where accidents are more severe, the Headteacher MUST be informed	
Medication	Pupils	Serious/Minor	- ALL medication to come into school via the Main Office and the Welfare Officer - Only prescription medication to be accepted – if it must be administered during school time - ALL additional medication to be kept locked away in the Medical Room. Medication to be administered by Office First Aiders. - Diabetic pupils and those receiving time-dependent medication to be brought down to the Main Office promptly at the expected time - Parents/carers to inform school of any chronic illnesses or medical conditions	

			Parents/carers to keep emergency contact details up to date and inform school of any changes <i>NO medication is to be accepted by class teachers or support staff. All new medication MUST be recorded and monitored by the Welfare Officer</i>	
Medical Symptoms - Temperature - Vomiting and/or diarrhoea	Pupils Staff		- if a temperature of 38°C or above is recorded, pupils should be sent home. - Parents to be contacted straight away and advised that their child needs to be taken home - If a pupil or adult has vomited or has diarrhoea, they should leave school as soon as possible. Parents of pupils will be contacted immediately and asked to collect their child at the soonest opportunity - Pupils and staff must stay isolated and should not return to class - Pupils and staff should only return to school when they have 48 hours without symptoms	
Emergency procedures are to be added to the bottom of all school risk assessments. The purpose of this is to prepare, as much as possible, for serious events – including injury or illness. This includes the procedure of calling an ambulance, if necessary, and how this will be staffed so groups are adaptable and can be accommodated.				H&S Lead to update Risk Assessment Master

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