



Medical and First Aid

Date	Review Date	First Aid Nominated Person	Nominated Governor
September 2025 -	September 2026	Mrs Kerri White	Personal Behaviour & Welfare Portfolio Holders

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following 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, 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 states 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

Aims

- To ensure the health and safety of all staff, pupils and visitors
- To ensure that staff, governors and school personnel are aware of their responsibilities with regard to health and safety;
- To provide a framework for responding to an incident and recording and reporting outcomes;
- To provide adequate first aid provision and medical care for pupils and school personnel.

Responsibility for the Policy and Procedure

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, PPE equipment, facilities and school personnel qualified in first aid. In Early Years and Foundation Stage provision, at least one person who has a current pediatric first aid certificate must be on the premises at all times.



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We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE) and to Ofsted.

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Role of the Governing Body

The Governing Body has:

- ultimate responsibility for health and safety matters across the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members of each school.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure adequate first aid equipment, PPE equipment, first aid facilities and school personnel qualified in first aid are in place;
- undertake, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of pupils;
- ensure this policy and all policies are maintained and updated regularly;
- ensure all policies are made available to parents;
- ensure that the nominated person and first aid personnel are suitably trained, have sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- ensure all staff are aware of first aid procedures;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensuring that an appropriate number of trained first aid personnel are present in the school at all times;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- Report to the Governing Body on the success and development of this policy;
- Reporting specified incidents to the HSE and Ofsted when necessary.

Role of the Nominated Person

The nominated person will:



- ensure required school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- keep records of trained staff and copies of certification;
- provide list of first aiders to school personnel;
- ensure required school personnel receive refresher training every three years;
- organise and maintain the medical room as suggested by HSE:
 - ☐ a sink with hot and cold running water;
 - ☐ drinking water and disposable cups;
 - ☐ soap and paper towels;
 - ☐ a store for first-aid materials which has clear labels;
 - ☐ foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
 - ☐ an examination/medical couch with waterproof protection;
 - ☐ a chair;
 - ☐ Monitor the online record keeping system for first aid in the school.
 - ☐ a leaflet giving general guidance on first aid;
 - ☐ individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - ☐ sterile eye pads;
 - ☐ individually wrapped triangular bandages, preferably sterile;
 - ☐ safety pins;
 - ☐ large sterile individually wrapped unmedicated wound dressings;
 - ☐ medium-sized sterile unmedicated wound dressings;
 - ☐ disposable gloves;
 - ☐ foil blanket;
 - ☐ face shield;
 - ☐ burn dressings;
 - ☐ microporous tape;
 - ☐ fluid-resistant surgical face mask;
 - ☐ eye Protection;
 - ☐ disposable apron;
- ensure that first aid kits are stored in:
 - ☐ The school kitchen;
 - ☐ The playground cupboard;
 - ☐ Classrooms (in green/yellow bags);
- conduct with the Health and Safety Executive annual risk assessments;
- ensure all accidents and injuries are recorded;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure school personnel are aware of the specific health needs and disabilities;
- determine the level of provision:



- ☐ at break times and lunch times
 - ☐ when school personnel are absent
 - ☐ for all educational visits and sporting activities
 - ☐ for curriculum activities
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- ensure first aid kits are well stocked and are taken on educational visits or off-site sporting activities;
 - ensure that all staff have access to the online medical recording system.
 - ensure any first aid records are collected each year to archive;
 - ensure there is a designated medical room that is kept well stocked and free from clutter;
 - ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
 - inform parents by phone of any major accident especially head injuries and of any first aid that was administered
 - ensure first aid notices are displayed in the appropriate places;
 - ensure first aid information is provided in the staff handbook;
 - provide guidance and support to all school personnel;
 - keep up to date with new developments and resources;
 - review and monitor;
 - report to the Governing Body on the success of this policy.

Role of the Health and Safety Coordinator

The coordinator will:

- work closely with the Headteacher and nominated person to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that this policy is compliant with Health and Safety and carry out regular inspections of premises and school activities;

Role of School Personnel

All school personnel must:

- ensure that they follow first aid procedures;
- be aware of first aid arrangements;
- ensure that they know who the first aiders are in the school;
- complete accident reports for incidents they attend to where a first aider is not called;
- report any concerns they have on the medical welfare of any pupil to the Headteacher or nominated person;
- report any stock shortages to the nominated person;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils as required;
- report and record all accidents and first aid treatment administered;
- ensure that contact has been made with parents for any major first aid administered or if they have bumped their head and documentation is sent home with the child;

Role of Parents/Carers



Parents/carers will:

- monitor children at home if a bump note, text, email or phone call has been received;
- inform the school of their child's medical history that may be a cause for concern, and first aid may have to be administered;
- must ensure their child brings their prescribed, in-date inhaler and spacer to school each day and be accessible at all times.
- Sacred Heart does not hold an emergency salbutamol inhaler on site. Parents are therefore responsible for providing both a main inhaler and, where possible, a spare inhaler for their child.
- keep the school up to date with any new emerging medical needs and care plans (updated annually). Staff will support children in using their inhaler when needed, in line with their IHP.
- If your child has asthma, please visit this website for more information on how to manage your child's asthma.
<https://www.asthmaandlung.org.uk/conditions/asthma/child/manage/action-plan>
- Sacred Heart does not hold spare adrenaline auto-injectors (Epipens) on site. Parents are therefore responsible for ensuring their child's prescribed devices are available in school and remain in date.

First Aid Procedures

Medical Tracker is used to record all minor injuries. The records will be filled in by the first aider and will have:

- the name of the child;
- the date;
- the time;
- the place of accident;
- the cause of injury;
- the treatment/action given;
- if the parent has been contacted.

Notifying Parents/carers (Early Years only)

Notifying parents (early years only) The relevant staff member 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. Parents will also be informed if emergency services are called.

Major accident procedure in School

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 the scene until help arrives.



- If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment).
- 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 school office will contact parents immediately.
- The first aider will then record the injury on Medical Tracker on the same day or as soon as possible after the incident resulting in injury.
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times at schools with Early Years Foundation Stage provision.

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE) and to Ofsted.

First Aid Procedures When Off-site

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 the pupils;
- Record sheet for administered first aid; if no access to Medical Tracker.

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

There will always be at least 1 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.

Training

All school personnel:

- receive training in basic first aid procedures, including asthma and allergy awareness.
- designated first aiders receive accredited training, with refreshers completed within statutory timescales.
- new staff are made aware of the school's medical and first aid procedures as part of their induction.
- At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Reporting to the HSE



The relevant member of staff 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 relevant member of staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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
 - Any scalping requiring hospital treatment or 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
 - Serious burns (including scalding), which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the relevant member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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



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- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences. These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Reporting to Ofsted and child protection agencies (early years only)

Notifying parents (early years only) The relevant staff member 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. Parents will also be informed if emergency services are called. Reporting to Ofsted and child protection agencies (early years only) The relevant member of staff 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 relevant member of staff will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Linked Policies

- Intimate care policy
- Health and Safety