



St. Joseph's Catholic Primary School

First Aid Policy

September 2025

This policy should be read in light of our Mission Statement that states:

'At St. Joseph's, we live, love and learn by the example of Jesus.'

Provision of First Aiders

We have 6 paediatric first aiders. All other staff have basic first aid training and are trained in using a defibrillator, in addition, we have 2 Emergency First aid at work trained members of staff as well as 1 First Aid at work member of staff.

To ensure adequate coverage and quick accessibility to a first aider for both students and staff we consider the following:

- adequate provision in order to cover absence, leave, offsite activities etc;
- previous injuries / illnesses experienced;
- the layout of the premises e.g. split sites;
- the location of the school and remoteness from emergency services;
- any specific hazards on site (e.g. DT machinery, hazardous substances);
- numbers of pupils on site;
- extended / extra-curricular school activities.

Unless first aid cover is part of an employees contract of employment those who agree to become first aiders do so on a voluntary basis.

Staff who administer first aid according to their training and in the course of their employment should be covered by employer's liability insurance

Schools should ensure that refresher training is undertaken before certificates expire and a record of first aiders and their certification dates should be maintained.

Specific Medical Needs

This document sets out to provide general guidance only, specialist advice should be sought for individuals with disabilities, long-standing medical conditions or allergies which may require special treatment in the case of accidents or illness.

The DfE Document [Managing Medicines in schools and Early Years settings](#) and our school managing medicines policy should be referred to for guidance in such situations.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.



In addition some staff carry their own prescribed medication such as inhalers for asthma, insulin for managing diabetes etc. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

First Aid Equipment

All first aid kits are clearly marked, readily accessible and its location known by all staff and pupils. These are kept in the medical room as well as in designated areas. There are trip ones available as well as small kits within every class room

These are checked regularly and restocked by a designated member of staff – Mrs Jess and items should not be used after expiry date shown on packaging. Extra stock is kept in the school medical room.

First aid does not include the administration of medicines and thus first aid boxes should **NOT** contain drugs of any kind including paracetamol, antiseptic creams etc.

First aid arrangements must also be in place where school premises are used outside of 'normal' hours, e.g. for letting. Arrangements must be in place to ensure a first aid kit / telephone is available to persons who may require its use.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

First Aid Rooms

The School Premises (England) Regulations 2012 require that every school have a suitable room that can be used for medical treatment / the short term care of sick and injured pupils when required. This area should be equipped with a sink, be reasonably near a WC. The room can be used for other purposes, except teaching, so long as it is readily available for medical use when needed.

Our medical is fully equipped and labelled appropriately

Where a school caters for pupils with complex needs, additional medical accommodation must be provided which caters for those needs.

Emergency Procedures

In the case of serious or potentially serious injuries, professional medical assistance should be sought at the earliest possible time so as to avoid the danger of inappropriate diagnosis or treatment.

Staff should not take children to hospital in their own car, it is safer to call an ambulance. A member of staff should accompany the child to hospital by ambulance and stay until parent or guardian arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.

Provision of Information

Schools should ensure that their first aid arrangements are detailed in their health and safety policy and that all staff are aware of these. These arrangements (including the location of equipment, facilities and personnel) should form part of induction training for all new and temporary staff.



There should be at least one notice posted in a conspicuous position within the premises, giving the location of first aid equipment and facilities and the name(s) and location(s) of the personnel concerned.

Record Keeping

Schools should ensure the following records are available:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or other staff (e.g. Epi-pens);
- First aid cases treated (see accident / incident reporting).

Head Injuries

Injuries to the head need to be treated with particular care. High energy head injuries or those with any evidence of following symptoms may indicate serious injury and immediate medical advice should be sought.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion;
- irritability or altered behaviour ('easily distracted', 'not themselves' 'no concentration', 'no interest in things around them')
- any problems with memory;
- persistent headache;
- blurred or double vision;
- vomiting;
- clear fluid coming from ears or nose;
- loss of balance;
- reading or writing problems;
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg;
- general weakness;
- seizure or fit.

NHS Direct provide full details of symptoms and treatment for minor head injuries

<http://www.nhs.uk/Conditions/Head-injury-minor/Pages/Symptoms.aspx>

Where pupils receive a head injury their parents/carers should be informed, this should be done immediately by telephone if symptoms described above occur. For minor bumps the parent could be informed via letter, bumped head note etc.

Forest school

Two members of staff are trained specifically for Forest school first aid;

Mrs D Smith (Forest school lead)

Mrs Nicolini (School medical officer)



Our School Values

Respect - Self-belief - Faith - Friendship - Resilience - Self-control - Perseverance - Aspiration



One of these members of staff will be in the forest school when any 'main' forest school activity is taking place. If staff/children are over for a 'non' forest school activity then staff will deal.
A first aid kit (suitable for area) is stored in the shed (which is unlocked)

Further Information

Further advice and information on first aid matters can be obtained from the Health and Safety Team on 01992 556478 healthandsafety@hertfordshire.gov.uk

DfE good practice guide, [Guidance on First Aid for Schools](#)

Please note information regarding first aid training providers in this advice is no longer current.

DfE Pastoral care / first aid guidance

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

HSE First Aid homepage <http://www.hse.gov.uk/firstaid/index.htm>

This policy will be reviewed in September 2026



APPENDIX A

As a guide suggested contents lists for first aid kits are as follows:

First aid kit

- Leaflet giving advice on first aid;
- Twenty individually wrapped sterile plasters (assorted sizes) appropriate to the work environment (which must be detectable for the catering industry);
- Two sterile eye pads;
- Two individually wrapped triangular bandages;
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings (12x12cm);
- Two large sterile individually wrapped unmedicated wound dressings (18x18cm);
- At least 3 pairs of disposable gloves.

Travel first aid kit

- Leaflet giving advice on first aid;
- Six individually wrapped sterile plasters (assorted sizes);
- Two individually wrapped triangular bandages;
- Two safety pins;
- Individually wrapped moist cleaning wipes;
- One large sterile unmedicated wound dressing (18x18cm); and
- Two pairs of disposable gloves.

Disposable gloves should be vinyl, nitrile or powder free, low protein latex and CE marked.

Blunt ended stainless steel scissors (minimum length 12.7 cm) may also be useful to cut clothing away.

British Standard BS 8599 provides further information on the contents of workplace first-aid kits.

Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

**APPENDIX B****First-aid need assessment scenarios**

These case studies provide some scenario-based examples of first-aid needs assessments, they demonstrate the general principles involved but are not definitive and schools should not assume the outcomes shown are directly transferable to their situation.

Primary school

A primary school of 320 pupils also includes an attached preschool that takes children from the age of three. Across the site there are 26 staff on duty at any one time. The majority of hazards are considered low, although there is for example, a higher-hazard area in the on-site kitchen. The school is aware that four pupils have asthma and two hold Epi Pens.

The first-aid needs assessment indicates that the suggested requirements are:

<u>First-aid personnel</u>	<u>Required Yes/no</u>	<u>Number needed</u>
First-aider with a first aid at work (FAW) certificate	No	<i>N/A as there are less than 50 staff</i>
First-aider with an emergency first aid at work (EFAW) certificate	Yes	At least 1 on duty at all times while people are at work
First-aider with additional training (specify)	Yes	Staff should also have training in any specific health care needs such as anaphylaxis. In addition to the EFAW training a minimum of 2 staff should be trained in paediatric first aid (12 hours) to satisfy the EYFS requirements. To support the appointed EFAW first aiders inset training has been provided to ensure key first aid skills are held by a wide number of other teaching and support staff, MSAs etc.
Appointed person	No	N/A
<u>First-aid equipment and facilities</u>	<u>Required Yes/no</u>	<u>Number needed</u>
First-aid container	At least 2	1 in the attached pre-school area and 1 in a central location easily accessible to the rest of the school (e.g school office). <i>The food operator should also provide a first aid kit.</i>
Additional equipment (specify) (e.g. automated external defibrillator AED))	N/A	N/A
Travelling first-aid kit	Yes	Available for offsite visits
First-aid / medical room	Yes	1