Happy in His loving care

St Augustine Webster Catholic Voluntary Academy

First Aid Policy

Date	September 2026
Next Review	September 2027 or sooner if arrangements or guidance change
Policy Holder	Head teacher
Nominated first aider	Mrs Beverley

Mission Statement

We consider ourselves a big happy family that is welcoming, caring and successful. Our school is a place where we show mutual respect, understanding and tolerance of all people in the world, and where we take responsibility for our actions. It is a place where self-belief and confidence are nurtured but, most of all, a place where we live out our virtues and keep Christ at the centre of everything we do.
We are Happy in His Loving Care.

Purpose and Scope

The school will provide timely and appropriate first aid for employees, pupils and visitors. Arrangements apply while people are on the school premises and during school activities away from the premises, including educational visits, sporting activities and clubs.

Provision will be based on a first aid needs assessment and will meet the Health and Safety at Work etc. Act 1974, the Health and Safety (First-Aid) Regulations 1981, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and, where relevant, the Early Years Foundation Stage statutory framework.

Aims

- to provide suitable equipment, facilities and trained personnel so that first aid can be given without delay
- to make first aid arrangements clear to staff, pupils, parents, volunteers, contractors and visitors
- to record, review and report accidents and first aid treatment correctly
- to maintain safe arrangements on site and during off-site activities.

First Aid Needs Assessment

The Headteacher will ensure that a suitable first aid needs assessment identifies the number and type of trained personnel, equipment, facilities and cover required. It will consider pupil and staff needs, the size and layout of the site, previous incidents, specific hazards, lone or remote working, educational visits, clubs and foreseeable absences.

The assessment will be reviewed at least annually and after a significant incident or relevant change to staffing, pupil needs, premises, activities or guidance. Sufficient cover will be maintained whenever people are at work or pupils are taking part in a school activity.

Roles and Responsibilities

Academy Trust and Local Governing Body

- will ensure that appropriate first aid arrangements, resources and insurance or risk protection are in place
- will receive suitable assurance about the needs assessment, training, incidents and actions arising
- will review and approve this policy in line with delegated arrangements.

Headteacher

- will implement this policy and appoint a person to take charge of first aid arrangements
- will ensure that the needs assessment is completed and that cover remains adequate
- will ensure that trained first aiders hold appropriate current certificates and receive retraining before expiry

- will ensure that staff and visitors know how to summon first aid and emergency assistance
- will ensure that reportable incidents are notified by the responsible person.

Nominated First Aider Mrs Beverley

- will coordinate day-to-day first aid arrangements and summon professional medical help when appropriate
- will check first aid containers regularly, replace used or expired items and keep an auditable check record
- will help maintain current details of trained first aiders and certificate expiry dates
- will ensure suitable first aid provision is considered for educational visits and off-site sport
- will support accurate recording, parent communication and review of incidents.

All Staff

- will know how to contact a first aider or appointed person and where equipment and facilities are located
- will take reasonable steps to secure the welfare of an injured or ill person and obtain assistance promptly
- will record and report accidents and treatment in accordance with this policy
- will not act beyond their training or delay calling emergency services.

First Aid Equipment and Facilities

- At least one suitably stocked and clearly marked first aid container will be available on site. Additional kits will be located according to the needs assessment.
- First aid kits will not contain medication. Items will be appropriate to identified risks, stored accessibly and discarded safely when expired.
- Disposable gloves and hand-washing facilities will be available, and standard infection-control precautions will be followed.
- Suitable accommodation will be available for medical examination, treatment and the short-term care of a sick or injured pupil. It will contain a washbasin and be near a toilet.
- The school will display current information showing how to contact first aid personnel and where equipment and facilities are located.

Responding to an Accident or Illness

- Make the area safe, reassure the casualty and obtain a trained first aider or appointed person without delay.
- Call 999 immediately where there is a serious or life-threatening condition, including breathing difficulty, suspected anaphylaxis, loss of consciousness, severe bleeding or another medical emergency. Do not wait for a parent before calling.
- Give the emergency operator the school address, access point and relevant information. A member of staff will meet and direct the emergency service.
- A pupil will remain appropriately supervised. Parents or carers will be contacted as soon as practicable, and a member of staff will accompany a pupil to hospital if a parent or carer cannot arrive in time.
- Staff will follow individual healthcare plans and only assist with or administer emergency medication where authorised, trained and permitted under the Supporting Pupils with Medical Conditions Policy.

Head Injuries

All known or suspected head injuries will be assessed and recorded. Parents or carers will be informed by telephone or text and given the school head-injury information on the same day. Emergency help will be sought immediately where symptoms or the circumstances indicate a potentially serious injury. The pupil will be monitored and will not return to an activity where this would be unsafe.

Early Years Provision

- At least one person with a current full paediatric first aid certificate will be on the premises and available whenever Early Years children are present and will accompany them on outings.
- Paediatric first aid certificates will be renewed every three years. Staff qualifications used in ratios will meet the current Early Years Foundation Stage requirements.
- A written record will be kept of accidents, injuries and first aid treatment. Parents or carers will be informed on the same day or as soon as reasonably practicable.
- Where the school is the registered provider, Ofsted and the relevant local safeguarding partners will be notified of serious accidents, illnesses, injuries or deaths when required. Ofsted notification will be made as soon as reasonably practicable and within 14 days.

Educational Visits and Off-Site Activities

The visit leader will assess the first aid provision required for each visit, including travel, location, activity, participant needs, emergency communication and access to professional help. A suitable travelling kit and appropriately trained person will accompany the group. Early Years outings will include a current paediatric first aider. Any incident will be managed and recorded under the same standards as an incident on site.

Recording Accidents and First Aid

All incidents requiring first aid attendance will be recorded promptly on CPOMS or the approved school record. Staff and visitor accidents will also be recorded in the accident book where required. The record will include:

- the date, time and place of the incident
- the name of the injured or ill person and details of the injury or illness
- the first aid or other action taken and what happened afterwards
- the name and auditable identity or signature of the person dealing with the incident
- details of parent contact, professional advice, referrals and follow-up where applicable.

Records will be stored securely, retained in line with the school retention schedule and reviewed to identify patterns, hazards or changes needed. Information will be shared only with those who need it and handled in accordance with data-protection requirements.

RIDDOR Reporting

The responsible person will report incidents to the Health and Safety Executive where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. This includes work-related deaths, specified injuries, dangerous occurrences, certain occupational diseases and an employee being unable to perform normal duties for more than seven consecutive days, excluding the day of the accident.

An accident involving a pupil, visitor or other non-worker is reportable where it arose out of or in connection with a work activity and resulted in death or the person being taken directly from the scene to hospital for treatment. Examination or diagnostic tests alone do not count as treatment. The school will seek competent advice where reportability is uncertain.

Training and Information

First aiders will be trained by a competent provider for the role identified in the needs assessment. Certificates are normally valid for three years and retraining will be arranged before expiry; annual refresher training will be encouraged. Staff who are not appointed first aiders will receive sufficient information at induction and through updates to understand the arrangements and act appropriately in an emergency. Staff may be asked to undertake first aid duties but will not be required to do so solely because they are teachers.

Monitoring and Review

The Headteacher and nominated first aider will monitor training, cover, kit checks, records and any actions arising from incidents. Governors will receive proportionate assurance without unnecessary personal information. This policy will be reviewed annually and sooner following a serious incident or a relevant change in provision, law or guidance.

Key Guidance

Department for Education First aid in schools early years and further education
Health and Safety Executive First aid at work guidance
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
Early Years Foundation Stage statutory framework
Department for Education Supporting pupils at school with medical conditions.

Policy Revisions Since the September 2025

- Updated the policy date, review cycle and references to current Department for Education and Health and Safety Executive guidance.
- Added a clearer first aid needs assessment, contingency cover and review arrangements.
- Clarified emergency procedures, ambulance access, supervision, parent contact and head-injury response.
- Strengthened Early Years paediatric first aid, same-day parent notification and Ofsted reporting requirements.
- Expanded requirements for educational visits, equipment checks, facilities, accident records, training and governor oversight.