



St Matthew's Catholic Primary School

First Aid Policy

Approved by:	Governors	Date: October 2025
---------------------	-----------	---------------------------

Last reviewed on:	October 2025
--------------------------	--------------

Next review due by:	October 2026
----------------------------	--------------



Contents

Introduction	3
First aid in school	3
First Aid Facilities	4
Responsibilities	4
Head Teacher	4
First Aiders.....	5
All Staff	6



First Aid Policy

Introduction

The First Aid Policy and Procedures at St Matthew's has been prepared with regard to the DfEE guidance on First Aid for Schools. Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children, staff and visitors are given the same care and understanding, and will be looked after in the event of any accident.

In the event of an accident all members of the school community should be aware of the support and procedures available for such incidents.

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

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy is reviewed and updated every 2 years or if new government guidelines are introduced. This policy is written with reference to the First Aid Procedure.

The administration and organisation of first aid provision is taken very seriously at St Matthew's Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the annual Health and Safety checks by Durham Council, as part of Bishop Chadwick Catholic Education Trust.

It must be remembered that a qualified First Aider is not trained as a doctor or nurse and cannot diagnose conditions, but will refer you to medical experts if they have any concerns.

First aid in school

At St Matthew's Primary School, we ensure that there is:

- At least one emergency first-aid at work trained member of staff.
- At least two paediatric first-aid trained members of staff.
- The majority of staff members are emergency first aid trained.

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, and staff absences.

In the Early Years Foundation Stage all staff members have emergency first aid training and Paediatric first-aid training.



St Matthew's School has a nominated First Aid Lead (Miss Claire Bamborough) who is responsible for the First Aid Policy, procedures and supplies in school.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first-aider accompanies the group.

During activities outside of the school day (after school clubs), there is a designated first-aider on site at all times.

First Aid Facilities

The KS1 Intervention Room is the designated medical room.

The school has one main first-aid medical cupboard, which is in the KS1 Intervention Room. This cupboard contains sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has travelling first-aid kits which accompany each class both within and out of school. These are kept by each individual class teacher, and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

First Aid containers are checked each month to replenish supplies.

Responsibilities

Head Teacher

The Head Teacher will:

- Inform all staff of first aid arrangements, including first aid personnel, location of equipment and the procedures for recording accidents.
- Ensure that they obtain a history relating to a pupil feeling unwell, to ascertain whether it has any relation to an injury they have received at school that day.
- Ensure that any child with an injury is examined by a First Aider.
- Ensure that staff are made aware of children with medical conditions e.g. asthmatic, diabetic, epileptic, anaphylactic or any other serious illness.
- Ensure staff know all children who do not have permission for plasters to be applied.
- Ensure that there is an up to date file of medical consent forms for every child, which will be available for staff who are responsible for trips and outings.



First Aiders

First Aiders will:

- Ensure that their qualifications are always up to date.
- Ensure that first aid is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so.
- Treat the casualty to the best of their ability and in the safest way possible.
- Must wear gloves where there is any loss of blood or body fluids.
- Assist other First Aiders at an accident when required.
- Ensure that first aid kits are adequately stocked, including portable kits.
- Ensure that a record of each person attended to is recorded in the accident book immediately.
 - Child's name and year group.
 - Date, time and place of incident.
 - Details of the injury, giving precise location and visible marks.
 - The first aid treatment given.
 - What happened to the child immediately afterwards e.g. returned to class, went home, referred for professional assessment.

This must be completed and signed by the person witnessing the incident and the person administering first aid.

- Ensure contact with parents/carers if plasters are applied to wounds.
- Ensure phone calls depending on the severity of the injury are sent to parents immediately after a head bump.
- Ensure that everything is cleared away, using gloves and is disposed of correctly.
 - Any waste containing blood must be double bagged and sealed before disposal together with gloves used.
 - Any bloodstains on the ground must be thoroughly washed.
 - No contaminated or used items should be left lying around.
 - **Hands must be thoroughly washed after dealing with incidents.**
- Any person who has sustained a severe head/limb injury should be advised to see a professional at a hospital or doctors surgery by sending directly or asking parents to pick the child up and take them to the appropriate location.
 - Parents/carers must be contacted immediately.
- Ensure any child sent to hospital/doctors is either:
 - Accompanied in the ambulance at the request of the paramedics or if being taken to a doctors surgery by 2 appropriate members of staff.
 - Will be followed to the hospital by a staff member to act in loco parentis if a parent cannot be contacted.
 - Met at the hospital by a relative (staff member will remain with child until relative arrives).
 - The First Aider need not be the member of staff to accompany the casualty to hospital/doctors however, an appropriate person should be sent.
 - The accident record is completed together with RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations) which is completed online to the health and safety team at the County Council.



- **Accident books will be retained in school for 21 years until a child reaches the age of 25 following GDPR guidance.**

All Staff

All Staff will:

- Familiarise themselves with the first aid procedures which are in operation.
- Will not move a casualty until they have been assessed by a First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible if they are not qualified to treat the casualty.
- Will reassure the casualty but not treat them unless they are in possession of a valid Emergency First Aid Certificate or know the current procedures e.g staff can obviously start emergency aid until a First Aider arrives on the scene or start simple airway measures if clearly needed.

This policy will be monitored by the Headteacher, Governors and First Aid Lead.