

St Boniface Federation



First Aid Policy

St Saviour's Catholic Primary School, Totland

St Mary's Catholic Primary School, Ryde

St Thomas of Canterbury Catholic Primary School, Carisbrooke

The policies of the Governors of the St Boniface Federation are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God's love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.

Signed on behalf of Governors: Alexandra Pettitt Chair of Governors Date: November 2025	To be reviewed by: November 2026
Revisions made	Updated

The St Boniface Federation is conscious of its obligation under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, to provide adequate and appropriate First Aid facilities and personnel for members of staff, pupils and visitors.

1. Purpose and aims

The purpose of this policy is to set out the details of the First Aid arrangements made in each school.

Aims:

- To provide clear guidance on how First Aid is managed and administered in our schools.
- To have the appropriate number of suitably trained people as First Aiders to meet the needs of the schools.
- To ensure sufficient and appropriate resources and facilities are available at all times while pupils, staff and visitors are on the school premises and also off the school premises whilst on visits.
- To maintain training records and provide reports to the HSE as required

2. Responsible Personnel

The Governors are responsible for the Health and Safety of their employees and anyone else on the premises. This includes the Executive Headteacher, Heads of Schools and teaching staff, support staff, pupils and visitors (including contractors).

The Governors ensure that a risk assessment of the school is undertaken at least annually and that the appropriate training and resources for First Aid arrangements are in place.

The Governors will ensure that appropriate insurance arrangements are in place.

In each school, the Executive Headteacher:

- is responsible for putting the policy into practise and for developing detailed procedures.
- will ensure the policy is available for parents and visitors on request.
- will review the School's First Aid needs on a regular basis and following any changes to staff, building/site, activities, off-site facilities, etc.
- will ensure there is at least an annual staff briefing on First Aid arrangements in the school.

Teachers and other staff are expected to do all they can to secure the welfare and safety of their colleagues, the pupils, visitors and themselves.

3. First Aid Staff

3.1 The School Business Manager maintain a list of staff who hold an Emergency First Aid Certificate especially designed for schools in order to ensure that effective and appropriate First Aid can be administered as and when required. This certificate is valid for 3 years and is renewed as necessary.

3.2 In addition, each school has an appointed First Aider who monitors first aid supplies and practice. There are Paediatric First Aid trained staff also.

3.3 **The duties of all First Aid trained staff are:**

- To assess the situation where there is an injured or ill person and ensure the area is safe.
- Deal with the First Aid needs of the person if considered within their remit.
- Call for additional First Aid support from other staff or paramedics
- To give immediate, appropriate help to casualties with common injuries or illnesses and those arising from specific hazards at school that they feel is within their remit.
- Casualties with suspected fractures or back or neck injuries must not be moved unless ambulance personnel or other appropriately trained persons are present.
- To, when necessary, ensure that an ambulance or other professional medical help is called. A First Aider's responsibility ends when the casualty is handed over to the care of the doctor, a nurse, other appropriate person or the parent/carer.
- Complete the Accident Report Form as appropriate and hand to the Appointed Person to complete Every.

The Appointed Person is the First Aid administrator

The duty of the Appointed Person is to:

- Ensure that there is an adequate supply of all the prescribed materials in the First Aid boxes and kits and that the content of First Aid boxes and kits are replenished after use as well as discarding items after their expiry date.
- Ensure all accidents are recorded on Every and liaise with the school's Health and Safety Consultants, for advice where necessary
- Maintain an up-to-date training log to ensure all relevant personnel hold valid first aid certificates

The hospital on the Isle of Wight is:

St Mary's Hospital

Newport

Tel: 01983 524 081

If an ambulance is required **Dial 999**

3.3 The administration of Medicine falls outside the definition of First Aid and is covered in a separate policy. The school office maintains an up-to-date record of all children with known allergies or who may require access to an inhaler; class teachers also have this information.

4. First Aid boxes, travelling First Aid kits and other equipment

The Executive Headteacher will ensure that the appropriate number of First Aid kits are available according to the risk assessment of the site. A risk assessment will be carried out at least annually and recommendations on measures to prevent identified risks will be implemented where possible and brought to the Governors' attention as appropriate.

First Aid bags, travelling first aid kits and other supplementary equipment are available from the school office and/or staffroom.

All First Aid kits will be marked with a white cross on a green background.

At St Mary's School, a room is available near the staffroom and toilet facilities for the rare times when privacy and space is needed.

At St Thomas', the Rainbow Room or staffroom are available for treatment/first aid.

At St Saviour's the space by the main office is available for first aid.

5. Hygiene/Infection Control

Basic Hygiene procedures must be followed by all staff. Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment and all tissues and wipes used in dealing with cuts, etc will be disposed of appropriately.

6. Reporting Accidents and Record Keeping

Under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) both schools have a duty to report accidents which injure either school employees during an activity connected with work, or self-employed people while working on the premises to the HSE without delay. This is done via our Health and Safety consultants, who will advise appropriately.

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than seven (7) days (including acts of physical violence).
- Accidents involving pupils and/or visitors where the person is killed or is taken from the site of the accident to hospital with a major injury AND the accident arises out of or in connection with work.

The reporting of such an occurrence will be carried out by the health and safety consultants employed by the schools.

In addition, a record will be kept of all accidents that occur either at the school or on an Off-site trip or visit.

For Adults (whether employees or contractors) the appropriate Accident form will be completed by the First Aider attending the casualty. Details will be recorded on our online system, Every. By using Every to record accidents, the school is able to identify trends or patterns in accidents and take appropriate action if necessary, following the advice of Health and Safety Advisors.

For pupils, this will be done by the completion of an accident slip by the First Aider. The information is added to Every and is checked periodically by Health and Safety advisors

Texts may be sent home to ensure that the Parent/Carer is aware of the injury.

7. School Visits, After School Clubs and School Hire

School visits are risk assessed through the Evolve system. This will highlight the number of First Aiders required on the trip as well as the First Aid arrangements for each event. This will include the need for Inhalers or Epipens depending on the pupils attending the trip.

The school has a separate Educational Visits Policy which is reviewed separately and covers emergency procedures.

After School Clubs run by the school are covered under the standard procedures outlined in this policy.

Clubs run by external parties will be verified for First Aid qualifications by the school. Sports coaches will be required to have a valid First Aid certificate in order to teach at the school.

Hire of school facilities and First Aid requirements is covered under the School Lettings Policy.

8. School procedures

The first person to attend to the casualty must assess the situation to ensure the area is safe and then attend to the casualty's needs.

Bumps, bruises and grazes can be addressed by all First Aid trained staff. The casualty can be treated on the spot with the First Aid kit or be taken to the designated room for treatment.

If the person first on the scene assesses a more serious injury, they should call for one of the other First Aiders to come and assist. This can be done either via sending another adult or responsible child to the school office or via the 2-way radios in operation during break and lunch times. The Appointed First Aider decides whether to treat or call for medical assistance.

- If the First Aider is concerned, the parent/carer will always be called to inform them of the incident. The parent/carer may then decide to seek further medical advice.
- For emergencies, the school office staff will call the Ambulance and parents/carers.

Minor cuts or grazes can be cleaned with water or a medical wipe. All cases of head injury must be taken seriously, and the Appointed First Aider and teacher informed. Bumped head forms are completed, and the parents informed.

In case of serious accident, illness or emergency, an ambulance will be called where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. In the case of a pupil, if the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.

The Schools' Health and Safety consultants will be informed.

Children or adults who become ill during the school day:

First Aid may need to be extended to children or adults in school or on trips, not because of an accident or an emergency but because they have started to feel unwell.

For pupils:

- In the first instance, the pupil will be sent to school office if in school or to a central First Aid point if out on a trip.
- Their temperature will be taken and if this shows to be over 37.5C, the parent/carer will be called and asked to collect their child. Should the trip be on the mainland or overseas, local medical support will be sought to support the Trip leader with their Health and Safety management. Parents/Carers will be kept informed by phone of any developments as appropriate.
- If no raised temperature is recorded with no obvious signs of distress, the pupil will be returned to class (or the activity) after 10 minutes.

For adults:

- Visitors and contractors may make use of the designated room to try and recuperate before deciding upon returning to work, going home or seeking further medical attention.