



The Federation of Sacred Heart & St Mary's RC Primary School, Battersea

SACREDHEART PRIMARY SCHOOL FIRST AID POLICY

Approved By	Governors
Reviewed On	March 2026
Review Due	March 2027
Review Cycle	Annually

Statement of Intent

Sacred Heart RC Primary School, is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Supporting Medical Conditions Policy

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

Aims

All staff must read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed. All staff to familiarise themselves with children who they work with who have care plans/ conditions such as allergies. Staff will always use their best endeavours to secure the welfare of pupils. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs.

Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- Individually wrapped sterile adhesive dressings, of assorted sizes
- Sterile eye pads
- Plasters of various sizes
- Moist wipes
- Gloves
- Individually wrapped triangular bandages, preferably sterile
- Equivalent or additional items are acceptable

All first aid containers will be identified by a green and white first aid symbol.

A nominated lead (Debbie Milton) is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use. These will be frequently checked and restocked as soon as possible after use. Support staff should check and restock their individual first aid bum bags. Items will be safely discarded after the expiry date has passed. A nominated lead (Kelly Stewart) will assume the same responsibility for Hilary House.

First Aid equipment is stored in the staff-room, first aid bum bags and medication cupboards (Hilary House, KS1 and KS2).

All medical information is stored centrally on Arbor. The Admin Officer and Senco will input information as it is received and notify relevant staff.

First Aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with **Daniella Magnavacca (SBM)**.

Emergency Procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the

administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Call an ambulance if this is appropriate, or take the patient to A&E.

Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The **Head of School**.
- The victim(s)'s parents.

Reporting to Parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as possible.

Parents will be informed via a telephone call of any injury to the head or facial mark/injury and followed up in writing. See separate Head Bump Policy.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of office team/school staff will telephone the pupil's parents as soon as possible.

A list of emergency contacts will be kept at the **school office on Arbor**.

Offsite Visits and Events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

Storage of Medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions. All medication is kept in individual boxes with the child's name and photo in the medicine cupboard, apart from items that need to be kept cold in the fridge.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the

date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired. Parents will be asked to sign a form to confirm they have collected the medications.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen and Asthma inhaler.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an individual care plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. It is the responsibility of parents to provide care plans from appropriate medical professionals and share with the school. Examples of this include asthma, epilepsy, diabetes and anaphylaxis.

Illnesses

When a pupil becomes ill during the school day, the parents will be contacted and asked to collect their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Allergens

Where a pupil has an allergy, this will be addressed via the schools **Allergen and Anaphylaxis Policy**.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff do not act ‘in loco parentis’ in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

Monitoring and Review

This policy is reviewed **annually** by the governing board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is March **2027**.