



St Francis RC Primary School

We believe that with God, everything is in our reach

First Aid POLICY

Prepared by	Anne O'Dwyer
Date of policy	May 2025
Approved by Governors	June 2026
Date of Review	June 2027

First Aid Policy

The First Aid policy at St Francis RC Primary School is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident.

Aims

- To provide adequate First Aid provision and medical care for pupils and school personnel.
- To ensure that all staff and pupils are aware of the systems in place.
- To provide awareness of Health & Safety issues within school and on school educational visits, to prevent, where possible, potential dangers or accidents.

Guidelines

- There is First aid cover available at all times, including educational visits.
- All new staff and adults need to be made aware of First Aid procedures in school.
- The School and First Aiders will ensure that first aid qualifications and insurance are always up to date.
- First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years.
- All EYFS staff have up to date Paediatric First Aid training.
- Lists of staff with First Aid responsibilities and/or appropriate training are displayed in the staff room (Appendix 1).
- There is a First Aid kit available in the school office and staffroom and First Aid grab bags in the library and on KS1 playground at lunchtimes.
- During teaching sessions, break and lunchtime all accidents/injuries are recorded in an accident book located in each class First Aid file and a copy given to parents at the end of the day.
- There is a separate First Aid kit and Accident book for adults in the school office.
- Vicky Johnstone/Brenda Radcliffe will ensure the First Aid kits are adequately stocked daily, and will be checked termly by these designated members of staff.

- The school will refer to 'Guidance on First Aid for Schools: a good practice guide' (DfES) to keep up to date with best practice.

FIRST AIDERS WILL:

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- Wear gloves where any loss of blood or bodily fluid is evident, calling for help from other First Aiders or Emergency Services where necessary.
- Once the individual has been treated, record all details regarding the accident on to an accident report sheet.
- Ensure that everything is cleared away, including gloves, and every dressing etc. Put in a plastic bag for contaminated/used items and sealed tightly before disposing of the bag. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around. A mop and bucket for this use can be obtained from the Site Manager's room.
- Ensure all accidents to pupils, staff and other adults are reported to the teacher/Head Teacher (where appropriate) as soon as possible after the accident took place.

ASTHMA/INHALERS

- Inhalers and spacers will be kept in classrooms in designated boxes above the sink.
- Inhalers will be taken on all school outings. This is the responsibility of the class teacher.
- A form will be completed by a parent/guardian for each pupil requiring an inhaler. A copy of these will be held in the relevant classroom. A copy will also be held in the main office.
- A record of administration of an inhaler will be written into the classroom first aid file by a member of staff present.

DEFIBULATOR

School has 1 defibrillator which is located in the main corridor, outside the reprographics room, in case of emergencies with spare child and adult pads in the staffroom. This is checked monthly by Sandra Pettener.

EMERGENCY

In case of an emergency:

- a) The Headteacher or a senior member of staff will be immediately summoned (member of staff will stay with child).
- b) Ambulance will be summoned by 999 and informed of any relevant medical history.
- c) Parents will be notified ASAP.
- d) If parents are not available a member of staff will accompany the child in the ambulance.
- e) The Chair of Governors will be notified.
- f) The accident will be recorded on an Accident/Incident report form and typed up on CPOMs.

Trained Full Paediatric First Aiders 2025– 2026 (3 years):

Gurnam Kaur	Lead lunchtime Organiser	November 2024
Jess Tennant	Office Manager	November 2024
Kayleigh Broderick	TA	April 2024
Brenda Radcliffe	TA	October 2023
Sana Azam	TA	October 2023
Lauren Harrington	TA	June 2025
Lynsey Blake	EYFS Teacher	June 2025
Mckenzie Bowcock	EYFS Teacher	June 2025
Leah Deighan	Deputy Headteacher	June 2025
Bex Jagger	KS2 Teacher	January 2026
Briony Mansell	Reception Teacher	April 2026
Christina Rafferty	Lunchtime Organiser	May 2026
Ella Barfoot	TA	June 2026