



St. Paul's
C of E Primary School

We are a Christian School and
we value being:
Encouraging and challenging;
Brave and kind;
Thankful and thoughtful.



Our school vision:

Matthew 19:14a Jesus said, 'Let the little children come to me'.

We are all equally important, listened to and loved by God

Medical and First Aid Policy

Date of publication: October 2026

Review date: October 2027

This policy is related to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, staff and school visitors by providing first aid equipment, facilities and qualified first aiders.

Annually we carry out an assessment of medical and first aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment we should provide.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE). A written copy of the accident will be kept in the staff log book in the school office.

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and staff with specific health needs and disabilities will be given specific consideration.

We ensure nominated staff in all phases:

- are trained in Emergency First Aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- at least 1 member of staff in EYFS is Paediatric First Aid trained

We ensure all staff:

- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to staff who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of staff who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

In the EYFS we ensure that at least one person who has a current paediatric first aid (PFA) certificate must be always on the premises and available when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the current EYFS Statutory framework.

We believe all Key Stage Two school pupils should be taught basic first aid such as dealing with head injuries, CPR, the purpose of defibrillators and how to call the emergency services – this is accessed through the eLearning platform on St Johns Ambulance website.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with St Paul's to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide adequate first aid provision and medical care for pupils and staff.
- To have in place qualified first aiders who are aware of hygiene and infection control procedures.
- To have in place health and safety control measures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To teach basic first aid to all pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure staff and visitors to the school are aware of this policy – a hard copy is kept in the Induction Folder in the staffroom;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:
 - ☐ visit the school regularly;
 - ☐ work closely with the Headteacher;
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ attend training related to this policy;
 - ☐ report to the Governing Body every term;
 - ☐ annually report to the Governing Body on the success and development of this policy.

- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all staff, pupils and parents are aware of this policy;
- undertake an assessment of first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment that is required;
- ensure risk assessments are:
 - ☐ in place and cover all aspects of medical and first aid;
 - ☐ reviewed annually;
 - ☐ easily available for all staff.
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- have in place the following health and safety control measures:
 - ☐ Adequate and appropriate first aid equipment and resources available.
 - ☐ Any faulty equipment restored or replaced.
 - ☐ First aid boxes strategically placed around the school.
 - ☐ First aid boxes well-resourced and maintained.
 - ☐ Named first aiders in place and well qualified.
 - ☐ First aiders attend all off-site visits and activities.
 - ☐ Staff are aware of first aid procedures.
 - ☐ Policy in place.
 - ☐ All stakeholders aware of school policy.
 - ☐ School policy published on school website.
 - ☐ Induction in place for all new and temporary staff which outlines all first aid procedures.
 - ☐ On-going monitoring in place.
 - ☐ Annual review to ensure adequacy for identified hazards, allergies etc.
- train all staff in first aid arrangements;
- ensure basic first aid is firmly embedded into the school curriculum;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Person

The nominated person will:

- ensure an adequate number of staff are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure trained staff receive refresher training every three years;
- organise and maintain the first aid boxes to ensure:
 - ☐ a dry secure container is available for first-aid materials in designated areas of the school;
 - ☐ foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
 - ☐ a telephone or other communication equipment; and
 - ☐ a record book for recording incidents attended by a first-aider or appointed person.
- ensure that there are adequate stocks of first aid equipment;
- ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
 - ☐ a leaflet giving general guidance on first aid;
 - ☐ individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - ☐ sterile eye pads;
 - ☐ individually wrapped triangular bandages, preferably sterile;
 - ☐ large sterile individually wrapped unmedicated wound dressings;
 - ☐ medium-sized sterile individually wrapped unmedicated wound dressings;
 - ☐ disposable gloves.
 - ☐ Medical tape
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure staff are aware of the specific health needs and disabilities
- determine the level of provision:
 - ☐ at breaktimes and lunch times
 - ☐ when staff are absent
 - ☐ for all educational visits and sporting activities
 - ☐ for curriculum activities
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure staff follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success of this policy.

Role of the Health and Safety Coordinator

The coordinator will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of Staff

All staff must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered;
- teach basic first aid to their pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

Role of Parents/Carers

Parents/carers should:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paperwork before the school administers any medication to a child;
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book (kept in first aid boxes in each phase) with all details given;
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

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| ▪ School website; | ▪ Headteacher reports to the Governing Body; |
| ▪ Staff Induction Folder; | ▪ Information displays; |
| ▪ School events; | ▪ Email |
| ▪ Meetings with staff; | |

Training

We:

- ensure all relevant staff have received appropriate training for all health and safety policies that is undertaken by a registered training provider that covers:
 - Health and Safety
 - Safeguarding and Child Protection

- Basic first aid
- Medical care
- Dealing with emergencies
- Administering Medicines
- Hygiene
- Risk management and risk assessment

- ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Kahoot or SurveyMonkey;

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

We believe this policy:

- has been reviewed thoroughly by the governor responsible for health and safety and the Headteacher has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all staff;
- a hard copy can be found in the staffroom induction folder