

Holy Cross RC Primary School



First Aid Policy

Signed _____ [Headteacher] Date November 2025

Signed _____ [Chair of Governors] Date November 2025

Next Review Date November 2026

TABLE OF CONTENTS

1. Mission Statement & Ethos
2. Aims and Objectives
3. Roles and Responsibilities
 - The Governing Body
 - The Headteacher
 - The Appointed Person(s)
 - First Aiders & Paediatric First Aiders
4. First Aid Equipment and Provision
 - Location of First Aid Kits
 - Contents
5. Procedures for Accidents and Injuries
 - General Procedure
 - Head Injuries (Protocol)
 - Calling an Ambulance
6. Early Years Foundation Stage (EYFS)
7. Medical Conditions (Asthma and Allergies)
8. Recording and Reporting
 - School Accident Book
 - Reporting to Parents
 - Reporting to HSE (RIDDOR)
9. Hygiene and Infection Control
10. Monitoring and Review

APPENDICES

- Appendix A: Head Bump Notification Slip
- Appendix B: Off-Site Visit Checklist
- Appendix C: List of Current First Aiders

1. Mission Statement & Ethos

At Holy Cross Catholic Primary School, we are committed to the physical, mental, and spiritual well-being of every member of our community. Guided by our Catholic ethos, we view the safety of our children as a sacred duty. We aim to provide a safe environment where prompt and appropriate first aid is available to pupils, staff, and visitors in accordance with current Bristol City Council and Department for Education (DfE) guidelines.

2. Aims and Objectives

To ensure that the school has adequate, safe, and effective first aid provision in order for every pupil, member of staff, and visitor to be well looked after in the event of any illness, accident, or injury.

To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident, or injury.

To ensure that the school complies with the Health and Safety (First Aid) Regulations 1981 and the Early Years Foundation Stage (EYFS) Statutory Framework.

3. Roles and Responsibilities

The Governing Body

The Governors are responsible for the health and safety of their employees and anyone else on the premises. They must ensure that risk assessments are conducted and that appropriate medical support is available.

The Headteacher

The Headteacher is responsible for the operational implementation of this policy, including:

Appointing sufficient numbers of First Aiders (including Paediatric First Aiders).

Ensuring first aid notices are displayed in prominent locations.

Ensuring first aid kits are stocked and checked termly.

The Appointed Person(s) / Lead First Aider

Takes charge when someone is injured or becomes ill.

Ensures that an ambulance or other professional medical help is summoned when appropriate.

Maintains the first aid kits and orders supplies.

First Aiders

Staff members who have completed an HSE-approved training course (First Aid at Work or Emergency First Aid at Work).

Paediatric First Aiders: Must be present on-site and on trips whenever EYFS (Reception/Nursery) pupils are present.

4. First Aid Equipment and Provision

Location of First Aid Kits:

First aid kits are marked with a white cross on a green background.

Main School Office (Main Station)

Medical Room

Outside ELSA Room

EYFS Classroom

Portable kits for P.E. and off-site educational visits.

Contents:



Kits will be compliant with British Standard BS 8599-1.

No medication (including paracetamol) is kept in first aid kits.

5. Procedures for Accidents and Injuries

General Procedure

In the event of an accident, the nearest member of staff will assess the situation. If they are not a trained First Aider, they will request assistance from a qualified colleague.

Assess: Is there a danger to the First Aider or casualty?

Triage: Determine the severity of the injury.

Treat: Administer first aid up to the level of training.

Report: Log the incident on the Accident form.

Head Injuries (Crucial Protocol)

Head injuries must always be treated with extreme caution.

The child must be monitored for signs of concussion (dizziness, nausea, visual disturbance).

Parents must be informed immediately by telephone for any significant bump to the head.

The child will be sent home with a "Head Bump" sticker and an informational slip.

Calling an Ambulance (999)

If a serious injury occurs, staff will not hesitate to call 999. The nearest First Aider or Appointed Person will make the call.

Address: Holy Cross Catholic Primary School, Dean Lane, Bedminster, Bristol, BS3 1DB (Staff must confirm specific entrance).

A member of staff will wait at the school gate to direct the ambulance crew.

Parents/Carers will be contacted immediately.

6. Early Years Foundation Stage (EYFS)

In line with statutory requirements:

At least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when EYFS children are present, and must accompany children on outings.

First aid administered to any child in the EYFS will be reported to parents/carers on the same day.

7. Medical Conditions (Asthma and Allergies)

Inhalers: Pupils with asthma must have immediate access to their inhalers. Spare inhalers are kept in the school office (requires parental consent).

Auto-Injectors (Epipens): Staff are trained to recognize signs of anaphylaxis and administer auto-injectors. Care Plans are displayed (with privacy considerations) in the main office and relevant classrooms.

8. Recording and Reporting

School Accident form

All accidents, no matter how minor, must be recorded.

Paper/Digital Log: Date, time, name of child, nature of injury, treatment given, name of First Aider.

GDPR: Records are kept securely to ensure child privacy.

Reporting to Parents

Minor Cuts/Grazes: A standard "First Aid Slip" is placed in the child's book bag.

Significant Injury: A verbal handover or phone call to the parent/carer.

Reporting to HSE (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the School Business Manager will report:

Accidents resulting in death or major injury.

Accidents preventing a staff member from working for more than 7 days.

Accidents to members of the public (pupils) that require immediate transport to the hospital for treatment.

9. Hygiene and Infection Control

Staff must follow basic hygiene procedures to prevent the spread of infection:

Use disposable gloves when dealing with blood or bodily fluids.

Wash hands before and after treatment.

Dispose of soiled dressings in the yellow "Clinical Waste" bins (if available) or double-bagged in standard waste.

Ensure any blood spills are cleaned immediately using appropriate cleaning agents (contact Site Manager).

10. Monitoring and Review

This policy will be reviewed annually by the Governing Body in conjunction with the Headteacher to ensure it remains fit for purpose and compliant with Bristol City Council legislation

Signed: _____ **(Chair of Governors)**

Date: _____