

Loyola Preparatory School

Policy for First Aid



Ad Majorem Dei Gloriam
To the Greater Glory of God

Approved : September 2025
Policy to be reviewed: September 2026

Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. First aid procedures
5. First aid equipment
6. Record keeping and reporting
7. Training
8. Monitoring arrangements
9. Administering medicine
10. Links with other policies

Appendix 1: First Aid Training Log including named appointed first aider(s)

Appendix 2: Guidance on administering medicines

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

As Loyola is a school with provision for Early Years Foundation Stage, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, we must have a sufficient number of suitably trained first aiders to care for pupils and employees in case they are injured at work. Section 3.1 sets out the expectations of the appointed person(s) and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

The person with the overall responsibility for the provision of first aid is the Head Teacher who will identify an Appointed person(s) who has the overall responsibility for the organisation of first aid across the school. We then have other members of staff who hold a first aid qualification and can administer basic first aid where needed.

3.1 Appointed person(s) and first aiders

The appointed person is responsible for overseeing the arrangements for first aid within the school.

2. The appointed person's duties include: -

- a. Ensuring that First Aid equipment is available at strategic points in the school and checked/stocked on a half termly basis
- b. That First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located

c. That First Aid boxes / kits are available on all school mini-buses (including emergency asthma pump & Epi pen)

d. That First Aid boxes / kits are available to take on all educational visits / off site visits

e. That a sufficient number of personnel are trained in first aid procedures at all times ensuring CPD needs are addressed to secure currency within training requirements

* Taking charge when someone is injured or becomes ill

* Ensuring that an ambulance or other professional medical help is summoned when appropriate

* Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment

* Sending pupils home to recover, where necessary

* Completing an accident report (or supporting someone to) on the same day, or as soon as is reasonably practicable, after an incident. The blank accident report forms are kept in the main school office and completed forms are kept in the Headteacher's office.

f. To identify if there are any knowledge gaps and consider if any refresher training is required

g. That first aid qualifications are, and remain, current (e.g., First Aid at Work Certificates are valid for 3 years)

See Appendix 1 for the school's appointed person (and second appointed person in their absence)

Other members of staff who hold first aid qualifications are also listed in Appendix 1. Their names will also be displayed prominently around the school.

All first aiders are responsible for ensuring that a First Aid log is completed for all treatments and that the necessary details are supplied for the reporting of accidents.

It is the responsibility of the class teacher (and in their absence the TA) to ensure that any application of First Aid is communicated to parents by the end of the school day.

It is the policy of Loyola that the Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained professional for help and / or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the Appointed person, if felt appropriate, when they are on site. **In emergency situations**, the First Aider will call (or will instruct another member of staff to call) 999 and request that an Ambulance / Paramedics attend but can still be supported in the current situation by the Appointed person if required and appropriate.

Having firstly considered the option to consult with the Appointed person, where there is any doubt about the appropriate course of action, the Appointed person in charge, will be expected to consult with the Health Service Helpline (**NHS Direct 0845 4647**) and in the case of Pupil injuries, with the Parents or Legal Guardians. This can be with the support of the Headteacher or a member of SLT.

3.2 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

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

- Ensuring that there are an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed person(s) in school are
- Completing accident reports / logs for all incidents they attend to
- Informing the headteacher or their line manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 Paediatric First Aid

All EYFS staff hold a recognised Paediatric First Aid certificate, as noted in Annex A of the Statutory Framework for the Early Years Foundation Stage (November 2024). The school therefore meets the regulation that new staff qualifying post June 2016 and working with EYFS children are trained in Paediatric First Aid. A first aid box is accessible at all times and a record of accidents and injuries is kept on a central electronic system which informs the key person responsible. Incidents are then reported to parents by the appropriate method. First aid will be administered by trained staff only.

4.2 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider or member of staff who initially dealt with the child will contact parents immediately
- The first aider or member of staff who initially dealt with the incident supported by the first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.3 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including one based on the HSE's recommendation (for a minimum travelling first aid kit).
- Information about the specific medical needs of pupils
- School details (if within the timings of the school day)
- Parents' contact details (if outside the timings of the school day)

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be reviewed by the Educational Visits Co-ordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises.

For EYFS, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our school will include the following (based on the HSE's recommendation for a minimum first aid kit):

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves
- Face shield

No medication is kept in first aid kits.

First aid kits are stored in:

- The Intervention Room (also acts as the medical room)
- Reception / Office
- The school hall
- Staff room
- Art / Science room
- The school kitchen
- School vehicle

Each classteacher also has a mini first aid kit available in the classrooms.

The school has a defibrillator located by the ramp entrance at the front of the school. It is checked weekly for charge and half termly for the contents of the device. This is checked by one of our named First Aiders.

6. Record-keeping and reporting

6.1 First aid logs

Anyone who administers first aid must make a record of it.

*In class: each classteacher / TA will record any first aid administered (minor injuries) on CPOMS. All injuries are logged i.e. child needed a plaster

*Any first aid administered at breaktime / lunchtime will be logged in the centralised online recording system (CPOMS) and classteachers informed.

*EYFS have a duty to report any first aid administered to the parent(s) and how this is done is recorded on CPOMS i.e. face to face, phone call

Centralised First Aid Record (CPOMS)

- This will detail the date, time, name of first aider, class, injury description, treatment given, where the injury happened, teacher notified, and if parent has been notified
- It will be the responsibility of the Appointed person to half termly scrutinise such records for accuracy in notes/comments made reporting outcomes to the Head Teacher discussing any issues that may have been identified via such scrutiny
- It will be the responsibility of the Head Teacher to then collate the information passed on by the Appointed person from the First Aid Log (CPOMS) and summarise this information into their safeguarding report for the Governing Body each term

First Aid Accident Record

- An accident form will be completed by the first aider or by the member of staff who dealt with the incident supported by the first aider on the same day or as soon as possible after an incident resulting in an injury and for the child / member of staff to seek medical attention at a hospital / walk in centre
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form will also be added to the pupil's educational file by the appointed person and it will be logged on CPOMS
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed . If the accident happens to a child, then the records will be kept until the child reaches the age of 21.

6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The first aider or member of staff who dealt with the incident supported by the first aider, will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Dependent on the injury, this may be over the phone, in person or through our note / diary system. EYFS parents are always informed if first aid is administered.

6.4 Reporting to Ofsted / ISI and child protection agencies

The Head will notify Ofsted / ISI of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head will also notify the LA child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored by the Appointed person and Headteacher every year as recommended by the DfE and in accordance with any new guidance given.

At every review, the policy will be approved by the head and the full governing body.

Additionally, the Headteacher and Appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school by the Head Teacher

The Safeguarding Governor will additionally monitor the process undertaken during health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher of the school each Spring Term.

Part of the monitoring procedure by the Head Teacher and Appointed person will be to obtain information through the termly learning walks undertaken.

The appointed person and First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

This policy will form part of a period of induction of any staff member who is new to the school.

9.Administering medicine

At times, prescription medicines will be required to be administered at school. Parents will discuss this with the school, complete a medical form and a responsible adult will hand over / collect the medicines from the school office.

Medicines will only be administered:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent (administering medicine / medical form to be completed by the parent)

The only exception to the prescription medicines are if a non-prescription medicine is part of a child's IHP.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.

The person administering the medicine will complete a record stating date, time, medicine, dosage, signature of administrator. This file is kept in the school office.

Parents will always be informed. An email or form will be completed (for the pupil to take home) as a record for the parent that the medicine has been given, the dosage and at what time.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

For further information please see Appendix 2: Guidance on administering medicines and for pupils who require regular medication (long term) please see our policy on supporting pupils with medical needs.

10. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: First Aid Training Log

Name of Appointed First Aider : Miss Kathryn Baker

Appointed Person (in their absence): Miss Jenny Stratton

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED
Paediatric First Aid	Kathryn Baker	January 2025	January 2028
Paediatric First Aid	Jenny Stratton	January 2025	January 2028
Paediatric First Aid	Kirsty Anthony	January 2025	January 2028
Paediatric First Aid	Sarah Fisher	January 2025	January 2028
Paediatric First Aid	Victoria Foster	January 2025	January 2028
Paediatric First Aid	Martena Carrig	January 2025	January 2028
Paediatric First Aid	Michael Hogan	January 2025	January 2028
Paediatric First Aid	Sophie Pringle	January 2025	January 2028
Paediatric First Aid	Laurelle Campbell	January 2025	January 2028
Paediatric First Aid	Kim Toor	January 2025	January 2028
Paediatric First Aid	Rachel Buglass	January 2025	January 2028
Paediatric First Aid	Rob Ashbrook	January 2025	January 2028
Paediatric First Aid	Celeste Richardson	January 2025	January 2028
Paediatric First Aid	Ollie Morah	January 2025	January 2028
Paediatric First Aid	Bandana Atal	January 2025	January 2028
Paediatric First Aid	Louise Underhill	January 2025	January 2028
Paediatric First Aid	Kryisia Czerwinke	January 2025	January 2028
Paediatric First Aid	Sarah Kelly	January 2025	January 2028
Paediatric First Aid	Jenny Coupland	January 2025	January 2028
Paediatric First Aid	Sue Gibbons	January 2025	January 2028
Paediatric First Aid	Clare Nwofor	January 2025	January 2028
Paediatric First Aid	Ingrid Bacini	January 2025	January 2028
Paediatric First Aid	Hannah Healey	January 2025	January 2028

Appendix 2: Guidance on administering medicines in school

DO

- ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so
 - ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine
 - ✓ Keep a record of all medicines administered. The record (file in main office) should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it
 - ✓ Inform parents if their child has received medicine (email or written - medical form to be completed and taken home) or been unwell at school
 - ✓ Store medicine safely
 - ✓ If the child is competent, or of an older age, make sure the child knows where their medicine is kept, and can access it immediately i.e. inhaler, epi pen
-

DON'T

- ✗ Give prescription medicines or undertake healthcare procedures without appropriate training
- ✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
- ✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
- ✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- ✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
- ✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents