ST. MARY'S
MENSTON

Policy

FIRST AID

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ST MARY'S MENSTON
A CATHOLIC VOLUNTARY ACADEMY

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Our Purpose

We are a pilgrim school and we journey with Mary to become the person God intends us to be.

This policy was approved by the Chair of Governors on behalf of the Academy Council.

C Billington

Chair of the St Mary's Academy Council

2 December 2025

1. GENERAL STATEMENT

It is our policy to ensure that appropriate First Aid arrangements are in place for our staff, children, and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of First Aid equipment.

It also involves providing enough information to staff to enable First Aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate First Aid cover will be provided.

2. LEGAL POSITION

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 and associated regulations
- The Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First Aid in schools, early years, and further education – non statutory guidance
- DfE (2022) 'Health and safety: advice for schools'
- DfE (2025) 'Automated external defibrillators (AEDs) in schools'
- DFE (2012) School Premises (England) Regulations

3. FIRST AID PROVISION

3.1 Schools will routinely re-evaluate its First Aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

3.2 All staff will be made aware of this policy, know who to contact in the event of any illness, accident, or injury, and ensure that this policy is followed.

3.3 Staff will always use their best endeavours to secure the welfare of pupils.

3.4 Anyone on the school premises is expected to take reasonable care for their own and other's safety.

3.5 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.

3.6 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.

3.7 School will have suitably stocked First Aid kits 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:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in First Aid kits.

3.8 First Aid boxes are assigned to various departments; PE department, First Aid Room, Science Department. Each First Aider is also allocated an individual mobile first aid kit for quick access. These departments and individuals are responsible for each First Aid box and kit and will routinely examine the contents of First Aid boxes/kits. Mobile First Aid boxes for offsite or in school use are the responsibility of the visit leader - these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

3.9 First Aid notices are clearly displayed throughout the school in key areas with information on the names and locations of First Aiders to ensure that pupils and staff know who they must contact in the event of illness or injury. These notices are displayed in the Staffroom, Pupil Services and Visitor Reception (Appendix A).

4. RESPONSIBILITY OF FIRST AID PERSONNEL

4.1 If a pupil falls ill within the classroom, on call must be pressed to request first aid. A first aider will attend the pupil in the classroom. Pupils should not be sent to Pupil Services.

If a pupil falls ill within break or lunchtime, pupils should present to Pupil Services if fit and able to do so. If a pupil is not physically able to attend Pupil Services, the pupil should present themselves to the nearest member of staff, who will contact Visitor Reception. Visitor Reception will then call for a First Aider to attend the location. If in doubt, staff should not move the pupil. If the pupil can be moved, they should be taken to the Pupil Services area. The pupil will be checked and basic first aid may be applied. The receptionist will inform a senior member of staff or Assistant Director of Progress if required. Decisions to transport to hospital or to contact parents will be made by an appropriate member of staff. Pupils should not use the school telephone or their own mobile without the permission of a senior member of staff or inclusion team.

4.2 When a First Aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital Accident and Emergency Department – if they think it

is necessary, an ambulance will be called. Employees should not use their private car to transport a casualty to hospital. If an ambulance is not required. Where appropriate next of kin will be contacted.

4.3 If the casualty does not need urgent medical treatment but an accident or illness is causing the casualty distress, the First Aider is unable to advise parents to seek medical treatment, nor can they advise that medical treatment is not required. Instead, the First Aider will suggest to the parent that 'they may wish to have the casualty assessed by a medical professional.'

4.4 Spillages of blood, vomit, urine, and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn, and the waste be cleared appropriately.

4.5 The school will ensure that refresher training and retesting of competence is arranged for First Aiders within the school before certificates expire.

4.6 Where a pupil returns to school following an accident, internal or external to the school, a full risk assessment and Personal Evacuation Plan will be completed on the day of return (if required)

4.7 The school has procured 2 Automated External Defibrillator (AED). Locations are clearly sign posted and communicated to all staff. Both defibrillators are registered on the National Defibrillator Network

4.8 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. AED devices are in the following locations:

- First Aid room, located in Pupil Services
- On the external wall of the building opposite the All-Weather Pitch, this is a coded defib C159X

All codes are communicated (via email) to staff members and existing and new hirers to the school

5. REPORTING OF ACCIDENTS

5.1 An accident form (See Appendix B & C) should be completed every time a First Aider provides assistance to a casualty. As well as the usual details of the accident the name of the person giving First Aid and summary details of the treatment given should be recorded.

5.2 The school will ensure that records are kept of any injuries, accidents or illnesses, as well as any First Aid treatment that is given.

5.3 Parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. In the event of a head injury, an accident form is completed (Appendix B) as well as an online Head Bump Form (Appendix D). A phone call is made to the parent at the time of accident and the Head Bump online form is automatically emailed to the pupils' parents. The Headteacher is made aware of all head related accidents no matter how minor.

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

A list of emergency contacts are kept on the school database.

6. REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (HSE)

6.1 The Headteacher along with the Site and Operations Manager will ensure that any injury or accident that must be reported to the Health and Safety Executive under RIDDOR obligations is reported as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death of a person if it arose out of or in connection with a work activity, or an injury that arose out of/or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

Specified injuries are as follows:

- 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

7. OFFSITE VISITS AND EVENTS

7.1 Before undertaking any offsite visits or events, the Visit Leader 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. A minimum provision of First Aid items is as follows for each school bus:

- 10 x Antiseptic wipes
- 1 Disposable bandage (7.5cm or larger)
- 2 x Triangular bandages
- Pack or 24 (or more) assorted dressings
- 3 x Large Ambulance dressings (15x20cm or larger)
- 2 x Sterile eye pads
- 12 x Safety Pins
- 1 x Scissors

8. STORING OF MEDICATION

8.1 Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

8.2 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.

8.3 At the end of the academic year all medication will be returned to parents for safe disposal. Any uncollected medication will be disposed of using appropriate channels.

8.4 An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an epi/pen.

8.6 Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan (IHP) can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

9 ILLNESS AND ALLERGIES

9.1 When a pupil becomes ill during the school day (e.g. they have been sick or repeatedly complain of feeling unwell), the parents will be contacted and asked to pick their child up as soon as possible.

9.2 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.

9.3 Where a pupil has an allergy, this will be addressed via their IHP.

10 DEALING WITH VISITORS AND/OR CONTRACTORS

10.1 It is our policy to offer First Aid assistance to visitors/contractors to our premises. Should a visitor/contractor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider.

10.2 If the contractor is onsite out of hours, they are advised to contact the employee supervising the visit who will contact the emergency services.

10.3 If a child is onsite out of hours ie for after school activity, then the person who is supervising them is responsible and will contact the emergency services. If it is a child of an arranged hirer of the school, it is mandatory for them to have a First Aider to deal with any emergencies. A hirer must provide the school with recent First Aid certificates and letters of assurance prior to any lease agreement.

11 STAFF TRAINING

11.1 All staff undertaking First Aid duties will be given full training by a competent training provider and holds a valid First Aid certificate in accordance with current legal requirements. This means that any First Aider at Work will attend a three-day (18 hours) course, any Emergency First Aider at Work will attend a basic one-day (6 hours) course and any Paediatric First Aider at Work will attend a two-day (12 hours) course.

12 HEALTH EDUCATION SINCE SEPTEMBER 2020

12.1 The School teaches children about good physical and mental health, how to stay safe on, and offline, and the importance of healthy relationships.

12.2 Pupils are taught about First Aid in the Summer Term of year 7. The topic is revisited and developed in age-appropriate detail in the Autumn Term of year 11. The topics of mental and physical health are taught throughout KS3, 4 and 5 PDT lessons, and via form tutors during whole school

initiatives like “Hello Yellow Day” in October. Through KS3, 4 and 5, in an age-appropriate way, PDT lessons teach about healthy and unhealthy relationships, including friendship, marriage and sexual relationships, including online. Pupils are also taught about consent and illegal behaviours. In addition to covering the content of on and off-line safety in PDT lessons, Computing lessons also teach pupils about how to stay safe online.

Pupils in year 7 also take part in the annual Restart a Heart initiative, learning how to safely perform CPR.

Appendix A – First Aid Providers

PRIMARY FIRST AIDERS FOR ACCIDENTS IN SCHOOL

First Aid Qualifications			
Name	**Qualification**	**Date of Training**	**Renewal Date**
Bird, Sarah	Emergency First Aid at Work	25/10/23	25/10/26
Blundy Jon	Level 3 First Aid at Work	04/11/22	04/11/25 (expired)
Brooks, Michael	Level 3 First Aid at Work	04/07/25	04/07/28
Fisher, Zoë	Level 3 First Aid at Work	14/11/23	14/11/26
Hall, Claire	Emergency First Aid at Work	03/07/25	03/07/28
Nunn, Gillian	Emergency First Aid at Work	25/10/23	25/10/26
Roberts, Collette	Level 3 First Aid at Work	21/02/23	21/02/26
Rogozinski, Patrick	Emergency First Aid at Work	06/01/23	05/01/26

SECONDARY FIRST AIDERS FOR SPECIFIC TRIPS

First Aid Qualifications			
Name	**Qualification**	**Date of Training**	**Renewal Date**
Anderson, Claire	Emergency First Aid at Work	16/09/24	15/09/27
Andrews, Claire	Emergency First Aid at Work	09/07/25	09/07/28
Beesting, Debbie	Emergency First Aid at Work	25/10/23	25/10/26
Bene-Doszpoly, Anne-Marie	Emergency First Aid at Work	25/10/23	25/10/26
Chattoe, Cath	Level 3 First Aid at Work	13/03/25	13/03/28
Davies, Ashley	Emergency First Aid at Work	25/10/23	25/10/26
Dennett, Megan	Emergency First Aid at Work	09/06/23	08/06/26
Dootson, Darren	Emergency First Aid at Work	05/06/23	04/06/26
Findlay, Julia	Emergency First Aid at Work	28/06/24	28/06/27
Marsh, Amy	Emergency First Aid at Work	25/10/23	25/10/26
Mason, Helen	Emergency First Aid at Work	25/10/23	25/10/26
North, Alison	Emergency First Aid at Work	18/12/23	18/12/26
Parlby, Claire	Emergency First Aid at Work	25/10/23	25/10/26
Pringle, Tom	Emergency First Aid at Work	31/1/24	31/01/27
Shields, Frazer	Emergency First Aid at Work	25/10/23	25/10/26
Thornton, Craig	Emergency First Aid at Work	25/10/23	25/10/26
Thornton, Lucy	Emergency First Aid at Work	25/10/23	25/10/26
Wood, Charlotte	Level 3 First Aid at Work	21/03/25	20/03/28

Appendix B – Report of an Accident or Dangerous Occurrence – Pupils

Report of an Accident or Dangerous Occurrence Pupils

ST. MARY'S MENSTON

NAME/FORM		
DATE:		
TIME:		
LOCATION:		
TEACHER NAME (if in class time)		
ACCOUNT OF INCIDENT: (include part(s) of the body affected – add extra page if necessary)		
WITNESS NAME(S)		
FIRST AIDER IN ATTENDANCE: (include details of treatment administered and / or advice given)		
AMBULANCE CALLED?	YES	NO
If 'no' did the pupil affected go home or remain in school?		
Is further information being gathered/reviewed?	YES	NO
Who is undertaking the review?		
Signed by staff at the scene: **Date:**		

PLEASE RETURN COMPLETED FORM TO PUPIL RECEPTION

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OFFICE USE		
Did the pupil remain in hospital and receive treatment?	YES	NO
If yes, for how long?		
How long was the pupil absent as a result of the accident?		
Copied to ZFR:		
ZFR reported to HSE:	YES Date:	NO – if not applicable
Signed by MHY:		**Date:**

GUIDANCE

Reporting Accidents and Incidents to HSE

As an academy **RIDDOR** (the reporting of injuries, diseases, and dangerous occurrences regulations to HSE) must be undertaken by the H&S responsible person (ZFR).

Where pupils are taken to hospital and treated as a result of a defect in the premises or safe system of work, the outcome must be reported to HSE. An accident form must be filled in and returned to pupil reception in this instance.

Investigations:
If an investigation has commenced, please inform ZFR who will provide guidance.

Recording Accidents and Incidents

It is important to record minor injuries for monitoring purposes. The online medical book record suffices for most eventualities. Most incidents will not need an accident form generating or be reported to HSE. However, when an injury is quite unpleasant, and even if the child has not been taken to hospital or had any absence from school, it is still good practice to generate a form in order for MHY and ZFR to be aware of circumstances that may have a pattern.

When in doubt about the need to complete a form, please ask ZFR for guidance.

Appendix C – Report of an Accident or Dangerous Occurrence – Staff & Visitors

Report of an Accident or Dangerous Occurrence
Staff & Visitors

ST MARY'S MENSTON

NAME OF PERSON AFFECTED		
1. **Staff** – job title		
2. **Other** – visitor, volunteer, work placement, agency, contractor		
DATE / TIME:		
LOCATION:		
ACCOUNT OF INCIDENT: (include part(s) of the body affected – add extra page if necessary)		
WITNESS NAME(S) (include contact details if appropriate)		
FIRST AIDER IN ATTENDANCE: (include details of treatment administered and / or advice given)		
AMBULANCE CALLED?	YES	NO
If 'yes' did you remain in hospital and receive treatment? (please state how long you remained in hospital)		
If 'no' did you go home or remain at work?		
Signed	**Date:**	
OFFICE USE		
How long was the injured person absent as a result of the accident?		

Is further information being gathered/reviewed?	YES	NO
Who is undertaking the review?		
What is the outcome of the review		
Returned form to Z. Fisher (H&S):	YES – date	NO
Signed by M. Hattersley Headteacher:		**Date:**

GUIDANCE

Reporting Accidents and Incidents to HSE
As an academy **RIDDOR** (the reporting of injuries, diseases and dangerous occurrences regulations to HSE) must be undertaken by the H&S responsible person.

Staff:
Death at work or accidents involving occupational injuries leading to absence from work for over 7 days (inc weekends) must be reported to HSE. Serious injuries or fatalities must be telephoned through within 24 hours. Other reportable injuries must be reported within 15 days of the incident.

The HSE specified injuries are:

- Fractures (not fingers or toes)
- Amputation
- Permanent or reduced loss of sight
- Crush injury damaging the brain or internal organs
- Burns over 10% of the body
- Head injury causing loss of consciousness
- Any other injury requiring admission to hospital for over 24 hours
- Violent incident – for example a pupil attacking a member of staff

Appendix D – Head Bump Online Form

HEAD BUMP ONLINE FORM

ST MARY'S
MENSTON

Dear Parent

Date:

HEAD BUMP

Today ..... received a bump to the head at ..... (time), which we treated with rest and a cold compress. He/she has been monitored and recorded in our minor injury record.

We recommend that you are vigilant over the next 24 hours and if you notice any of the following abnormal signs/symptoms then you should seek medical advice:

- A deterioration in the level of response, disorientation or confusion
- A loss of memory
- An intense headache
- Unequal pupils
- Weakness or paralysis on one side of the face or body
- A raised temperature and a hot, flushed face
- Dizziness and/or nausea

OR

Suffered a bump/graze to their ..... which was cleaned and a cold compress and a dressing were applied. We advise the dressing to be removed tonight and the graze be checked

Description of incident/injury:

111 is the NHS non-emergency number. It's fast, easy and free. Call 111 and speak to a highly trained adviser, supported by healthcare professionals.
They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you.
NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones

When to use 111
You should use the NHS 111 service if you urgently need medical help or advice but it's not a life-threatening situation.
Call 111 if:

- you need medical help fast but it's not a 999 emergency
- you think you need to go to A&E or need another NHS urgent care service
- you don't know who to call or you don't have a GP to call
- you need health information or reassurance about what to do next

For less urgent health needs, contact your GP or local pharmacist in the usual way.
If a health professional has given you a specific phone number to call when you're concerned about your condition, continue to use that number.
For immediate life-threatening emergencies, continue to call 999.