



# St Mary's C E Primary School

## First Aid Policy (2026)

"Live, Love and Learn together in the Light of the Life of Christ"

Rooted in Ephesians 5:8–11, 13–14

### 1. Purpose and Christian Vision

At St Mary's C.E. Primary School, we are committed to ensuring the safety, dignity and wellbeing of every child and adult in our care. Our Christian vision guides us to act with compassion, attentiveness and responsibility. This policy outlines how first aid is provided across the school and how we meet our duties under health and safety legislation and safeguarding guidance.

### 2. Legal Framework

This policy is informed by:

- Health and Safety (First Aid) Regulations 1981
- DfE First Aid in Schools Guidance (2025)
- DfE Supporting Pupils with Medical Conditions
- KCSIE 2026
- UK GDPR & Data Protection Act 2018
- EYFS Statutory Framework (where applicable)

While a First Aid Policy is not statutory, St Mary's maintains one to ensure clarity, consistency and compliance with all legal duties.

### 3. Aims

- To ensure appropriate first aid provision for pupils, staff and visitors.
- To ensure staff act promptly, safely and professionally when first aid is required.

- To ensure first aid incidents are recorded, monitored and reviewed.
- To ensure parents/carers are informed when first aid has been administered.
- To ensure first aid practice aligns with safeguarding, medical needs and health and safety procedures.

## 4. Roles and Responsibilities

### Headteacher

- Ensures the school meets its legal obligations for first aid.
- Ensures adequate numbers of trained First Aiders.
- Ensures first aid equipment is maintained and accessible.
- Ensures staff receive appropriate training.

### Designated Safeguarding Lead (DSL)

- Ensures first aid concerns relating to welfare or repeated injuries are escalated appropriately.
- Ensures first aid practice aligns with safeguarding procedures.

### First Aiders

- Provide first aid in line with training and school procedures.
- Record all treatment administered.
- Inform parents/carers of any first aid given.
- Maintain professional boundaries at all times.

### All Staff

- Follow this policy and report concerns promptly.
- Know how to access first aid support.
- Report hazards or risks that may cause injury.

## 5. First Aid Provision

### 5.1 Trained First Aiders

St Mary's maintains an appropriate number of trained First Aiders, including:

- Emergency First Aid at Work (EFAW)
- Paediatric First Aid (EYFS requirement)
- Additional training for specific medical needs where required

A current list of First Aiders is displayed in key areas of the school.

## **5.2 First Aid Equipment**

- First aid kits are located in key areas across the school.
- Kits are checked termly and restocked as needed.
- Additional kits are available for trips, PE and off-site activities.

## **5.3 First Aid Rooms and Spaces**

The school provides a clean, safe space for administering first aid. Where intimate care or removal of clothing is required, another adult must be present.

# **6. Administering First Aid**

## **6.1 Professional Conduct**

- Staff must act calmly, sensitively and professionally.
- Children should remove clothing themselves where possible.
- Staff must maintain appropriate boundaries at all times.

## **6.2 Recording and Reporting**

All first aid incidents must be recorded using the school's approved system. Records must include:

- Date and time
- Nature of injury
- Treatment given
- Name of First Aider
- Any follow-up required

Parents/carers must be informed of any first aid administered.

## **6.3 Repeated Injuries or Concerns**

Any pattern of injuries or concerns must be reported to the DSL immediately.

# **7. Medication and Medical Needs**

Medication must only be administered in line with the **Supporting Pupils with Medical Conditions Policy**.

- Only trained and authorised staff may administer medication.
- All medication must be stored securely and labelled clearly.
- Every administration must be recorded.
- Staff must never give over-the-counter medication unless formally authorised.

Individual Healthcare Plans (IHPs) must be followed at all times.

## 8. Allergies, Anaphylaxis and Emergency Response

St Mary's follows all expectations under **Benedict's Law (2024)** and maintains:

- A trained team of staff able to administer emergency adrenaline auto-injectors
- Clear allergy risk assessments
- Allergy-safe procedures in dining, curriculum and enrichment
- Emergency spare AAls on site
- Immediate response protocols for suspected anaphylaxis
- Clear communication with parents/carers regarding allergy management

All allergy incidents must be reported to the DSL.

## 9. Off-site Visits and Sporting Activities

First aid provision must be included in all risk assessments. Staff must ensure:

- A trained First Aider is present
- A fully stocked first aid kit is taken
- Emergency contact details are accessible
- Medical needs and IHPs are followed

## 10. Hygiene and Infection Control

Staff must follow hygiene procedures including:

- Wearing gloves when appropriate
- Cleaning and disposing of waste safely
- Following infection control guidance
- Reporting any concerns about communicable illnesses

## 11. Training

- First Aid training is renewed in line with statutory timescales.
- Paediatric First Aid training is maintained for EYFS compliance.
- Staff receive regular refreshers on emergency procedures.

## 12. Monitoring and Review

The Headteacher and DSL will review first aid records termly to identify:

- Trends
- Risks
- Training needs
- Any safeguarding concerns

This policy will be reviewed annually or sooner if guidance changes.

## 13. Linked Policies

- Safeguarding & Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Allergy Policy
- Health & Safety Policy
- Code of Conduct
- Educational Visits Policy
- EYFS Policy