



Jesus at the Heart
of all that we do

First Aid Policy

September 2026

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to Sacred Heart School through the provision of first aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.

Aims

We know that first aid saves life and ensures that minor injuries and illnesses do not escalate into major ones. Therefore the aims of this policy are to ensure that;

- adequate first aid provision and medical care will be provided for children, school personnel and visitors
- there are qualified first aid personnel available who are aware of hygiene and infection control procedures
- first aid equipment is available, appropriate, regularly maintained and easily accessed throughout the school
- all accidents are reported and recorded within the guidelines of this policy
- first aid arrangements are regularly reviewed
- incidents are reported to parents where necessary but always when concerning a bang to the head

Roles and Responsibilities

The Designated Persons in charge of First Aid are Mrs G Somes and Mrs S Miller.

The Headteacher ensures the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Headteacher will appoint a link governor (Health and safety) to report on the effective implementation of the policy.

The Headteacher ensures that the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and that a nominated person is appointed to take charge of first aid arrangements.

The Deputy Head will ensure that school personnel are aware of any specific health needs and or disabilities and that first aid provision is determined:

- at lunchtimes and breaks
- when school personnel are absent
- for off-site activities and trips
- for all curriculum activities, including PE
- for all after school clubs and activities

The Designated Person in charge of First Aid ensures that:

- all first aid training is valid and the updated register is displayed around school
- first aid equipment is fully stocked in all first aid boxes and out of date materials are replaced
- all accidents and injuries are recorded appropriately and accident books are monitored regularly
- all RIDDOR reportable accidents have been reported

Qualifications and Training

All nominated first aiders will be trained and issued a valid certificate of competence issued from an organisation whose training and qualifications are approved by the HSE. First Aiders in school will hold a combination of 'First Aid at Work' and 'Paediatric First Aid' certificates.

First Aid Materials, Equipment and Facilities

First Aid Kits

All First Aid Kits in the school will conform to the Health and Safety Executives (HSE) minimum provision and must not be removed from their locations.

These will be located around the school and marked on the school map, all members of staff will be made aware upon induction of their location.

- Wall mounted First Aid kits are located around the school and marked on the school map
- All playgrounds/field will have a visible 'Bumps and Bruises' marker where there will be a First Aid kit for use during breaks and lunchtimes. If the injured child is unable to move then the First Aider will take the kit to them
- During break and lunch times First Aiders are easily identified by wearing a pink high visibility jacket
- A qualified First Aider attends every trip. Specific First Aid kits for trips are kept in the school office and will be signed out by the trip leader

Emergency Asthma Kit

This is located in the Front Admin Office

Expiry Date (1) - Jan 2027

Expiry Date (2) - Jan 2027

Defibrillator

The school's defibrillator is located in the Front Admin Office

Disposal of Sharps

The yellow sharps disposal box is kept in the Admin Office

Defibrillator

Our school has access to a defibrillator.

The defibrillator provides the user with clear instructions on use. All staff are permitted to use the defibrillator if necessary.

Anaphylaxis (see Allergy Policy)

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline. Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat.

Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)

- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness



When symptoms are those of anaphylactic shock the position of the child is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position)
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up

The school has its own auto-injector pen for use in emergencies.

Actions to take:

Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken:

- Act FAST but CALMLY
- Use the child's/persons adrenaline device*, or the emergency Kitt pack located in the Front Admin Office
- Ring 999 immediately
- Someone must alert SLT and locate the nearest first aider to come and assist
- Ring the child's parent
- Ensure that the Site Team are aware that an ambulance is coming onto site
- Staff will be trained annually on how to use the adrenaline device. This will be delivered as part of safeguarding training

Hygiene and Infection Control

All staff will;

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections
- have access to single use disposable gloves
- have access to hand washing facilities and anti-bacterial hand wash
- wear gloves at all times when dealing with blood or other bodily fluids, or when disposing of dressings or other potentially contaminated equipment

All sharps will be disposed of in an authorised and designated 'yellow sharps box'.

Recording Accidents and Injuries

All accidents and injuries to children and adults will be recorded on SMARTLOG and where necessary reported to the HSE.

The following types of accidents (occurring in-school) will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);

- accidents resulting in loss of life or major injury
- accidents that prevent the person from undertaking their normal work/activity for more than three days
- any accident that requires hospitalisation
- any accident that results in a referral to a medical professional

The record of any first aid treatment given by first-aiders and other appointed persons will include;

- the date, time and place of the incident
- the full name and class (child) of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupil or adult immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the person or first aider dealing with the incident

Any serious accident, including all head injuries will be reported to parents with a phone call home and followed up with a letter (appendix 1).

Accidents will be reported termly to the LAC – see Appendix 2.

Calling An Ambulance

Any member of staff has the permission/responsibility to call an ambulance (this will usually be done in liaison with SLT).

Parents/carers will be contacted immediately to inform them. If no parent/carer is available and the pupil requires urgent hospitalisation a member of staff will accompany the child in the ambulance.

Informing parents of First Aid Treatment:

We all accept that accidents happen in school and that from time to time, children will receive first aid of some kind. Small grazes, and bumps will not always be reported to parents. The following incidents will always be reported to parents:

- **Accidents involving any form of head bump** - call to parents/carer and letter sent home and emailed via parentmail by the admin team
- **Accidents resulting a facial injury** - call to parents/carer by the admin team
- **Any accident where we fear a broken bone or when we believe the child need medical attention (non-life threatening)** – call to parents by the admin team
- **Any accident that requires the school to call an ambulance** – call home to parent/carer by the admin team

All accidents, regardless of their severity are recorded on SMARTLOG and analysed for patterns on a regular basis.



Sacred Heart
Primary School

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Mrs G Some's Headteacher

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E: admin@SHCPS.org
W: www.sacredheartluton.org.uk

Company registration number: 09660515

Date:

Dear Parent/Carer,

Today suffered a bump on the head. Your child has been looked after and their injuries checked and monitored by a trained First Aider.

Your child did not need hospital treatment, however please be vigilant and if your child suffers later from any of the symptoms below please seek medical advice.

- Excessive tiredness
- Vomiting
- Headache

Yours faithfully

Mrs G Some's
Headteacher



Appendix 2

Sacred Heart Catholic Primary School



Termly Accident Reporting Form

Date	Who Child/Staff/Visitor	Where accident occurred?	Type of injury	Cause of injury: Behaviour Human error Physical restraint Accident – trip/slip	First Aider	Response: First Aid Sent home Ambulance	RIDDOR reported

Total number of accidents:

Any commonalities identified:

Action taken: