First Aid Policy 2026-27

The Good Shepherd Catholic Primary School

Following Jesus, The Good Shepherd, in all we say and do

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THIS POLICY DOES NOT CREATE ANY CONTRACTUAL OBLIGATIONS ON OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST			

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Aims

The Trust Board of Directors holds responsibility for ensuring that **The Good Shepherd Catholic Primary School** assesses the first aid needs and to provide adequate and suitable first aid arrangements, equipment and facilities for all its employees/staff under health and safety legislation *Health and Safety (First-Aid) Regulations 1981* (as amended)) and the DfE's Guidance for First Aid in Schools 2022.

The Good Shepherd Catholic Primary School recognise that as a school this policy will extend to pupils/visitors and others even though the Regulations do not oblige employers to provide first aid for anyone other than their own employees.

This policy will provide for risks to pupils and visitors and will make allowances for them when performing risk assessments and when deciding on numbers for first aid personnel. This is in addition to the *Management of Health and Safety at Work Regulations 1999* which require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

Whilst most of the terminology used in this policy refers to pupils it should be presumed that where possible this would also include staff and visitors to **The Good Shepherd Catholic Primary School.**

The aims of the policy are to:

- Ensure that **The Good Shepherd Catholic Primary School** has adequate and appropriate equipment, facilities and procedures to provide suitable first aid;
- Ensure that The **Good Shepherd Catholic Primary School** first aid arrangements are in line with this policy and government guidelines; and
- Ensure that the first aid arrangements are based on a risk assessment of the school's likely requirements, taking into account the size, location of the school and any hazardous activities undertaken.

Guidance

National guidance is provided in the DfE's document *First Aid in Schools* and in the HSE's *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations*.

Responsibilities

Board of Directors

The Board of Directors for **The Good Shepherd Catholic Primary School** are responsible under the *Health and Safety at Work etc Act 1974 (HSWA).*

The Governing Body

The Governing Body are responsible for:

- Ensuring that **The Good Shepherd Catholic Primary School** has an appropriate policy based on suitable and sufficient risk assessments carried out by a competent person;
- Ensuring that **The Good Shepherd Catholic Primary School** provides sufficient funding for first aid provision;
- Ensuring that all newly qualified early years staff (with a full and relevant level two or level three childcare certification) have a full Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the required adult: child ratios in an early years setting and on excursions;
- The Governing Body of **The Good Shepherd Catholic Primary School** will follow the *Statutory Framework for the Early Years Foundation Stage* (EYFS) updated in March 2017 in relation to the new conditions of paediatric first aid training;
- Providing a suitable and sufficient first aid room or rooms where the assessment of first aid needs identifies this as necessary. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed;

- Provide suitable first aid arrangements are in place for off-school activities e.g. school excursions;
- Ensuring that **The Good Shepherd Catholic Primary School** has access to appropriate guidance on first aid issues;
- Ensuring that staff are appropriately consulted and trained;
- Receiving and considering reports from **The Good Shepherd Catholic Primary School**;
- Ensure that **The Good Shepherd Catholic Primary School** keep accident records and will report to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);*
- Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment; and
- Reviewing the policy annually, and/or when statutes or guidance change, and/or after an incident/accident.

Head Teacher

The **Head Teacher** of **The Good Shepherd Catholic Primary School** is responsible for ensuring the Trust policy is put into practice and for:

- The day-to-day internal management responsibility for first aid;
- Determining the first aid needs of **The Good Shepherd Catholic Primary School**, considering, among other things, the number of employees, size, location and work activity;
- Developing and reviewing detailed procedures;
- Monitoring the training and expertise of first aid staff;
- Ensuring that there are enough trained staff to meet statutory requirements and assessed needs, including making an allowance for staff who may be on sick leave or off-site;
- Liaising with the person responsible for first aiders;
- Informing employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel; and
- Ensuring that staff, students and parents are aware of **The Good Shepherd Catholic Primary School** health and safety and first aid policy and procedures.

Competent Person

The **Head Teacher** of **The Good Shepherd Catholic Primary School** will appoint **a competent person** to be in charge of first aid provision, this person will be thw School Office Manager, who will:

- Ensure that the first aid provision is adequate and appropriate;
- Carries out appropriate risk assessments in liaison with the **Head Teacher**;
- Ensure that the number of first aiders/appointed persons meets the assessed need;
- Ensure that appropriate training is provided and monitors the competence of first aiders:

- Ensure that the equipment and facilities are fit for purpose and first aid kits are regularly re-stocked;
- Ensure that **The Good Shepherd Catholic Primary School** incidents are reported to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);*
- Ensure that an ambulance or other professional medical help is summoned when required;
- Ensure that all staff know the procedures for calling for first aid and their duties towards any person requiring first aid; and
- Regularly keeps the Head Teacher informed of the implementation of the policy.

Staff

Teachers' conditions of employment do not usually include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained. However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

If first aid is required staff must not move the patient. A first aider must be summoned.

Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.

The record must include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

Duties of a First Aider

All employees providing first aid in **The Good Shepherd Catholic Primary School** must have an appropriate first aid qualification and **remain competent** to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a

range of specific injuries and illnesses. All first aid training providers are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses.

A first aider must:

- Complete a first aid course and hold a valid first aid certificate;
- Give immediate help to casualties; and
- Ensure that, when necessary, an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any appropriate trust or government guidance.

The Good Shepherd Catholic Primary School recognises that a first aid certificate does not constitute appropriate training in supporting children with medical needs. **The Good Shepherd Catholic Primary School** will have regard to the statutory requirements and guidance, as well as the pupil's Individual Healthcare Plan and the relevant school policies in relation to the care of students with medical conditions.

Appointed Persons

Appointed persons do not have to be first aid trained, but they may be and quite often are. They:

- Take charge when someone is ill or injured;
- Look after the first aid equipment; and
- Ensure that medical help is called when necessary.

They should not give first aid treatment for which they are not trained.

The Good Shepherd Catholic Primary School will, however, ensure that they are trained in coping with emergencies. The training will include:

- What to do in an emergency;
- Cardiopulmonary resuscitation;
- What to do for the unconscious casualty; and
- What to do for a wounded or bleeding person.

Number of First Aiders/Appointed Persons

The Good Shepherd Catholic Primary School will use the HSE checklist for assessment on pages 10 to 12 *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations* and appendix 3 of the same.

It is essential that adequate provision is made to cover all times people are at work. The **Head Teacher** must ensure that there is cover for annual leave/holiday or other planned absences in terms of first aiders and appointed persons including staff

accompanying school excursions and leaving the school short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

The number of first aiders required is: **8**

The number of appointed persons is: **3**

Number, Location and Contents of First Aid Containers and Suitable First Aid Accommodation

The Good Shepherd Catholic Primary School will notify the local NHS ambulance service of the defibrillator's location on installation.

The **Office Manager** will determine the number of containers required and their appropriate locations and will ensure that this information is communicated to all staff.

The contents of each container will be at least the minimum suggested by *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations* (see appendix 2 of the above for suggestions). The risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross.

The number of first aid containers required is 7 and these are located as follows:
Medical Room
Pre-School
Reeption Class Kitchen
Lower School Cloakroom
Upper School central area
Trip bag
Trust Office

The Good Shepherd Catholic Primary School nominated first aid accommodation is:
Medical Room

Concussion
In April 2023 the Government, in collaboration with the Sport and Recreation Alliance, released the first-ever UK-wide Concussion Guidelines for Grassroots Sport. These guidelines aim to assist players, coaches, parents, schools, National Governing Bodies, and sports administrators in recognizing, managing, and preventing concussions.

The key message, "If in doubt, sit them out," emphasizes that no one should return to play within 24 hours of a suspected concussion. This guidance builds on existing protocols already implemented in Scotland.

Students, parents, coaches, teachers, and sports administrators are encouraged to read and familiarise themselves with the guidelines, which outline the following steps:

- Recognise the signs of concussion;
- Remove anyone suspected of having a concussion immediately; and
- Return safely to daily activities, education/work, and, eventually, sport.

No one should return to competition, training, or Physical Education (PE) classes within 24 hours of a suspected concussion. Anyone who may have suffered a concussion should avoid driving (e.g., car or motorcycle), riding a bicycle, operating machinery, or consuming alcohol within 24 hours. Commercial drivers (e.g., HGV operators) must consult a Healthcare Professional before resuming driving.

The school will ensure that all individuals suspected of having a concussion will be evaluated by a qualified onsite Healthcare Professional or by contacting the NHS at 111 within 24 hours of the injury. If there are concerns about more severe injuries or the presence of 'red flag' symptoms, the person should receive urgent medical attention either onsite or at a hospital's Accident and Emergency (A&E) Department. Ambulance transfer should be arranged by calling 999 if necessary.

Concussion patients should generally rest for 24-48 hours, although light daily activities and walking are acceptable. However, they must avoid strenuous exercise, demanding work, or sports during this period. Afterward, they can follow a graduated return to normal activities (such as school/work) and sports.

If symptoms persist for more than 28 days, the student/teacher should be evaluated and treated by an appropriate Healthcare Professional, such as their General Practitioner (GP).

Mental Health

In the past, workplace first aid guidance primarily focused on addressing physical health needs. However, the 2024 amendment now requires employers to consider both the physical and mental health of their employees when assessing and implementing first aid measures.

This shift promotes a more comprehensive approach to occupational health and safety, ensuring that employees can receive immediate support for both physical injuries and mental health issues. It also aligns these requirements with broader health and safety practices. Employers have several options to comply with the new guidelines, particularly when appointing and training first-aiders.

Mental Health First Aid Training

One of the most effective steps is to participate in mental health first aid and awareness training. **The Good Shepherd Catholic Primary School** will ensure that leaders have the knowledge and skills necessary to recognize, understand, and assist workers facing mental health challenges.

In-person training is also valuable, offering a face-to-face setting that fosters better understanding and retention of key concepts.

Government-Funded Mental Health First Aid Training

The Good Shepherd Catholic Primary School can access government grants dedicated to mental health first aid training. Some of these funding schemes provide up to £1,200 to raise awareness and improve mental health support in the workplace.

E-Learning as a Supplement

The Good Shepherd Catholic Primary School is aware that blended learning models allow businesses to supplement their standard first aid programs with online resources focused on mental health. E-learning modules offer a flexible way to train employees, accommodating various schedules and learning styles.

Aligning Training with Mental Health Needs

When conducting workplace first aid assessments, **The Good Shepherd Catholic Primary School** will also evaluate the mental health training needs of staff. This ensures that first aid training is tailored to address the specific mental health challenges faced by employees.

Risk Assessments

The persons responsible for first aid **Headteacher and Office Manager** must make suitable and sufficient risk assessments at **The Good Shepherd Catholic Primary School** to determine any extra provision required over and above the minimum provision, taking into account any known medical conditions of staff/pupils etc.

The risk assessments must also cover the risks to employees and also any non-employees who may visit **The Good Shepherd Catholic Primary School**.

Illness

All pupils who feel unwell or who have suffered an accident should, if possible, be accompanied to the Medical Room**.** Where it is unsafe to move the pupil, staff should radio the school office/first aiders using channel 15 to gain assistance.

A qualified first aider will assess the individual's need and apply basic first aid; a second opinion should be sought if available.

The First Aider will issue an advisory note to the parents/carers detailing the illness or incident that has occurred.

If there is any concern that the injury or illness may be more serious. The parents/carers will be contacted immediately.

Any pupil having difficulty breathing, feeling dizzy or faint must remain with the teacher or other member of staff. Staff should radio the school office/first aiders using channel 15 to send a first aider immediately.

Pupils' Medical Conditions

A list of pupils who suffer from medical conditions together with details of any Individual Health Care Plans which are prepared for pupils with more serious medical conditions such as diabetes, anaphylactic shock, asthma or epilepsy is updated annually or when required by the Office Manager. A copy of this information is kept in **the medical room, with their medication and on Insight.**

Appropriate medication should be with the pupil in their classrooms at all times and should be named and labelled. Named and labelled spare inhalers and auto-injectors (commonly known as Epipens) will also be kept for each pupil with a known medical condition in **the medical room.**

Members of staff will be made aware of the pupils who suffer from medical conditions and have Individual Healthcare Plans. Having due regard to confidentiality, staff authority and medical necessity in the distribution of information.

All asthma inhalers should be taken to the lunch hall and all PE/Games lessons.

Portable first aid kits, auto-injectors and inhalers should be taken to all off-site excursions.

Insurance

The Good Shepherd Catholic Primary School and OLICAT has procured insurance arrangements that provide appropriate cover for claims arising from actions of staff acting within the scope of their employment.

The Good Shepherd Catholic Primary School will also ensure that adequate liability insurance is in place to cover accidents to pupils and visitors as well as staff.

Training

The Good Shepherd Catholic Primary School will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Governing Body will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff that are absent or off-site.

Equal Opportunities

The Good Shepherd Catholic Primary School will take particular care with the first aid provision for its disabled staff and pupils and have due regard to the Equality Act 2010 and the Education Act 2014, as well as the relevant statutory guidance.

Appropriate risk assessments will be carried out by the **Headteacher and Office Manager** and suitable provision will be made.

Records

Appropriate records must be kept, and reports must be made for each incident. The record must include:

- Date, time and place of the incident;
- Name **(and job, if relevant)** of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example, went back to work, went home, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

The reporting of accidents and incidents will be done under **The Good Shepherd Catholic Primary School** reporting arrangements and will be in accordance with the requirements of the *Data Protection Act 1998 and 2003.*

Monitoring and Review

Periodic reviews should be undertaken by the **Office Manager** particularly after any operating changes, guidance or legislation changes, as well as any accidents/incidents, to ensure that provision remains appropriate.

The **Head Teacher** will review the first aid needs and arrangements annually or as required and will ensure that the appropriate level of first aiders/appointed persons are in post and that the appropriate standards are met. The Governing Body of **The Good Shepherd Catholic Primary School** will receive an annual report from the **Head Teacher** and will review the policy every year.