St. Mark's Catholic School

FIRST AID POLICY

Effective Date:	Review Date:	Prepared by:	Designated SLT:	Governor's Committee:
Sept 2026	Sept 2027	SBM	MKI/WSH	Pastoral & Safeguarding, Finance & Resources

Our Mission:

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

Under statutory guidance from the Department for Education (DfE) and the Local Authority, the Governing Body of St. Mark's Catholic School is responsible for ensuring that the school maintains a comprehensive Health and Safety Policy incorporating robust arrangements for First Aid. This policy outlines the School's duty to provide adequate, appropriate, and timely First Aid to pupils, staff, parents, contractors, and visitors. First Aid treatment is administered to preserve life, prevent conditions from worsening, and promote full recovery.

1. AIMS AND OBJECTIVES

1.1 Core Aims

- To identify the specific first aid needs of St. Mark's Catholic School across all site areas and school activities.
- To ensure that adequate and appropriate first aid provision is available at all times to safeguard the health, safety, and welfare of employees, pupils, and visitors.
- To establish a clear operational framework for responding to medical incidents, administering treatment, and systematically recording and reporting outcomes.

1.2 Strategic Objectives

- **Staffing:** Appoint an appropriate number of suitably qualified First Aiders and Appointed Persons to cover the school premises during all operational hours.
- **Training & Records:** Provide ongoing, HSE-approved training and guidance for first aid personnel. Training records are systematically maintained and monitored by the Student Services Officer and School Business Manager (SBM).
- **Risk Assessment:** Conduct comprehensive annual risk assessments to evaluate first aid provision against school hazards, site layout, and pupil profiles.
- **Facilities:** Provide and maintain high-quality first aid equipment, resources, and a dedicated, fully compliant Medical Room.
- **Communication:** Ensure all staff members are fully informed of first aid arrangements, key personnel, and kit locations through induction and the Staff Handbook.
- **Documentation:** Maintain accurate written records of all first aid treatments administered and all significant accidents on or off the premises.
- **Continuous Learning:** Review incident trends to share lessons learned among First Aiders, SLT, and the SBM, submitting reports to the Risk Management & Health & Safety Governors Committee.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is established under advice from the Department for Education (DfE) regarding first aid and health and safety in schools, Health and Safety Executive (HSE) incident reporting guidance, and the following statutory legislation:

- **The Health and Safety (First-Aid) Regulations 1981:** Mandates that employers provide adequate and appropriate equipment, facilities, and qualified first aid personnel to enable first aid to be rendered to employees and casualties.
- **The Management of Health and Safety at Work Regulations 1992 & 1999:** Require employers to conduct risk assessments, implement necessary preventative control measures, and arrange for appropriate staff information and training.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:** Stipulates statutory obligations for reporting specified work-related deaths, major injuries, occupational diseases, and dangerous occurrences to the HSE, alongside prescribed reporting timeframes and record-keeping rules.
- **The Social Security (Claims and Payments) Regulations 1979 (Regulation 25):** Sets out statutory rules regarding the mandatory retention of accident and first aid treatment records for a minimum of 3 years.
- **The School Premises (England) Regulations 2012 / Education Standards Regulations:** Requires that suitable and adequate space is provided on school premises to cater for the medical and therapy needs of pupils.

> 📌 **INTERACTION WITH SCHOOL HEALTH & SAFETY POLICY & STAFF HANDBOOK**
> *This First Aid Policy operates directly alongside the DoWAT Health and Safety Policy and the DoWAT Staff Handbook. While this document details immediate first aid response, equipment inventories, and medical room protocols, full details regarding wider health and safety risk management, formal RIDDOR submission procedures, HSE online reporting workflows, and overall staff safety duties are set out in the School Health and Safety Policy and published in the Staff Handbook.*

3. ROLES AND RESPONSIBILITIES

3.1 Governing Body and Senior Leadership Team

The Governing Body holds ultimate responsibility for health and safety matters across St. Mark's Catholic School, delegating operational management and day-to-day oversight to the Headteacher and Senior Leadership Team (SLT).

The Headteacher, supported by SLT, is responsible for ensuring:

- An appropriate number of qualified First Aiders and Appointed Persons are present on-site at all times during the school day and during extra-curricular activities.
- First aid personnel hold valid, HSE-approved qualifications and undertake timely retraining prior to certificate expiry.

- Comprehensive risk assessments are conducted annually and appropriate control measures are implemented.
- Adequate medical facilities, equipment, and dedicated spaces are maintained in full operational order.
- Reportable incidents are formally submitted to the HSE under RIDDOR 2013 regulations (as detailed in the School Health and Safety Policy).

3.2 Appointed Persons and Qualified First Aiders

- **Appointed Person(s):** Appointed Person(s) take charge of first aid arrangements when a qualified First Aider is unavailable, ensure emergency medical services are summoned promptly, and oversee the stock monitoring and replenishment of first aid containers.
- **Qualified First Aiders:** Qualified First Aiders must hold a valid HSE-approved certificate (e.g., First Aid at Work or Emergency First Aid at Work). They act as key first responders to assess casualties, administer immediate first aid treatment, determine if further medical help or emergency transport is required, complete accident forms on the day of the incident, and maintain accurate treatment records.

3.3 School Staff Members

All members of school staff are responsible for:

- Familiarising themselves with school first aid procedures, emergency protocols, and the locations of first aid containers and designated personnel (as published in the Staff Handbook).
- Completing a School Accident Report Form for any incident they attend where a qualified First Aider is not called.
- Promptly informing the Headteacher, SBM, or line manager of any personal health conditions or specific first aid needs.

3.4 Patient and Pupil Consent

In situations where an injured pupil, adult, or parent/carer has explicitly withheld consent for school staff to administer first aid treatment, First Aiders will act in accordance with alternative agreed medical plans or immediately contact emergency medical services (999) to deliver professional care.

4. FIRST AID PROCEDURES AND EMERGENCY ACTION

4.1 In-School Emergency Action for Sick or Injured Pupils

- Assess the nature, seriousness, and immediate safety of the situation.
- Contact the Medical Room immediately for advice, assistance, and First Aider deployment.
- Provide brief, clear details of the casualty's condition and location to the Medical Room staff.
- Administer appropriate first aid treatment. The First Aider will assess whether the pupil is fit to remain in school or requires parental collection.
- Parents/guardians must be contacted immediately or as soon as practically possible. Parents will ALWAYS be telephoned immediately if medical assistance is required, if an emergency call is made, or in the event of ANY head injury, however minor.

- Document incident notes and upload complete details to the School MIS and Medical Tracker on the same day.
- In serious or life-threatening situations, the Headteacher and SLT must be informed immediately.
- An Automated External Defibrillator (AED) is located in the Main School Reception area for emergency use.

4.2 Transport to Hospital or Home

- **Emergency Transport:** In a medical emergency, an ambulance (999) will be called immediately, following which parents/guardians will be notified without delay.
- **Non-Emergency Care:** Where hospital care is required but the situation is non-emergency, parents will be contacted to take responsibility and transport their child.
- **Staff Car Transport Protocols:** If parents cannot be contacted and staff transport is deemed necessary by the First Aid Officer, the following mandatory protocols MUST be observed:
  • **Vehicle Insurance:** Only staff vehicles insured specifically to cover official pupil transportation may be used.
  • **Dual Staffing:** No individual staff member shall be alone in a vehicle with a pupil at any time.
  • **Supervision:** A second member of staff must be present in the vehicle to provide dedicated supervision for the injured pupil.
  • **Gender Matching:** Where possible, at least one accompanying staff member should be of the same gender as the pupil.

4.3 Educational Visits and Off-Site Activities

Adequate first aid provision forms an integral component of the essential risk assessment for every off-site educational visit. For all school trips:

- At least one qualified First Aider or Appointed Person will accompany the group.
- Staff will carry a portable Travelling First Aid Kit (see Section 6.3), a school mobile phone, pupil medical notes (e.g., EpiPens carried by pupils), and parent contact details.
- Trip leaders must establish clear emergency procedures in advance, adhering to the School Educational Visits Policy.

5. MEDICAL ROOM FACILITIES

In compliance with The Education (School Premises) Regulations 2012, the Governing Body ensures that a dedicated Medical Room is maintained on-site. This facility is readily accessible and equipped with:

- Sink with running hot and cold water;
- Drinking water supply and disposable cups;
- Paper towel dispensers and hand hygiene supplies;
- Adjacent toilet facilities with hand-washing amenities;
- A comprehensive range of first aid equipment and secure storage;
- Seating chair and a treatment couch/bed fitted with a waterproof hygienic cover;
- Soap and anti-bacterial handwash dispensers;
- Foot-operated clinical waste refuse container lined with clinical waste bags;

- Contract-managed Sharps bin for safe collection and disposal;
- Dedicated record-keeping facility and computer access for the Medical Tracker/MIS;
- Direct telephone communication line.

6. FIRST AID EQUIPMENT AND KIT LOCATIONS

6.1 Standard In-School First Aid Kit Inventory

All standard first aid containers across the school are maintained in accordance with HSE minimum recommendations and contain:

- 1 x Leaflet giving general advice on first aid;
- 20 x Individually wrapped sterile adhesive dressings (assorted sizes);
- 2 x Sterile eye pads;
- 2 x Individually wrapped triangular bandages (preferably sterile);
- 6 x Safety pins;
- 6 x Medium-sized individually wrapped sterile unmedicated wound dressings;
- 2 x Large sterile individually wrapped unmedicated wound dressings;
- 3 x Pairs of disposable nitrile gloves.

Note: No oral medication or tablets are stored within first aid kits.

6.2 Directory of First Aid Kit Locations

First aid kits are stationed and maintained at the following designated locations across the school site:

- Medical Room (Main Central Stock)
- Main School Reception (Front Desk)
- School Assembly Hall
- All Science Laboratories
- All Design & Technology (D&T) Workshops
- School Catering Kitchens (These are not maintained by the School)
- School Minibuses and Transport Vehicles

6.3 Off-Site Travelling First Aid Kit Inventory

First aid kits for off-site trips and sports fixtures contain at minimum:

- 1 x First aid advisory leaflet; 6 x sterile adhesive dressings; 1 x large sterile dressing; 2 x triangular bandages; 2 x safety pins; individually wrapped moist cleansing wipes; 2 x pairs disposable gloves; pupil medical condition profiles and emergency contact records.

6.4 Minibus and Transport Vehicle Kit Inventory

School minibuses and transport vehicles are equipped with a clearly marked first aid box containing:

- 10 x Antiseptic wipes (foil packed); 1 x conforming disposable bandage (≥7.5cm width); 2 x triangular bandages; 24 x assorted adhesive dressings; 3 x large sterile ambulance dressings (≥15cm x 20cm); 2 x sterile eye pads with attachments; 12 x safety pins; 1 x pair of rustproof blunt-ended scissors.

7. RECORD-KEEPING, RIDDOR AND RETENTION

7.1 First Aid Log and Accident Reporting

Every first aid treatment administered is recorded immediately in the daily First Aid Log (Appendix 1) and uploaded to the Medical Tracker / MIS. For significant incidents or injuries, a formal School Accident Report Form (Appendix 3) must be completed by the attending staff member on the same day.

7.2 Statutory Record Retention (3-Year Requirement)

Under Regulation 25 of The Social Security (Claims and Payments) Regulations 1979, all first aid logs, accident report forms, and medical incident records must be retained by the school for a minimum of 3 years from the date of entry, after which they are securely disposed of.

7.3 RIDDOR 2013 Statutory Reporting to the HSE

The Medical Officer, in coordination with the School Business Manager/ Headteacher, keeps records of reportable incidents under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and submits formal notifications to the HSE within prescribed timeframes:

- **Fatalities & Major Incidents (10-Day Window):** Fatalities, major specified injuries, and dangerous occurrences must be reported to the HSE without delay by telephone and confirmed in writing within 10 days.
- **Over-7-Day Incapacitation (15-Day Window):** Work-related injuries resulting in an employee being incapacitated for over 7 consecutive days (excluding the day of incident) must be reported to the HSE within 15 days.

7.4 Reportable Incident Categories

- Specified Staff Injuries: Fractures (excluding fingers, thumbs, toes), amputations, loss of sight, severe head/torso crush injuries, serious burns (>10% body surface area or damaging eyes/respiratory system), scalping requiring hospitalisation, loss of consciousness from head injury or asphyxia, or enclosed space illness requiring resuscitation/24hr hospital stay.
- Occupational Diseases: Doctor-diagnosed conditions linked to workplace exposure (e.g., carpal tunnel syndrome, severe hand cramp, occupational dermatitis, occupational asthma, hand-arm vibration syndrome, tendonitis, or occupational cancer).
- Near-Miss Events: Collapse of lifting equipment, accidental release of biological agents or hazardous substances, or electrical short circuits causing fire/explosion.
- Pupil and Non-Employee Incidents: Injuries to pupils or visitors must be reported to the HSE if the accident arose out of or in connection with a work activity (e.g., premises defects, inadequate supervision, or equipment failure) AND the casualty was taken directly from the scene to hospital for treatment.

> 📌 **RIDDOR SUBMISSION PROCEDURES IN HEALTH & SAFETY POLICY**
> *Detailed step-by-step guidance on RIDDOR online submission portals, HSE contact numbers, official*

> *accident investigation templates, and statutory reporting criteria are maintained within the DoWAT Health and Safety Policy.*

8. FIRST AID TRAINING AND QUALIFICATIONS

All designated First Aiders must hold a valid certificate of competence from an HSE-approved training provider (such as First Aid at Work or Emergency First Aid at Work).

The Student Services Officer and SBM maintain a central First Aid Training Log (Appendix 4) tracking course completions and expiry dates. The school arranges refresher training prior to certificate expiration. If a first aid certificate expires, the staff member must retake the full training course before being reinstated as a qualified First Aider.

9. POLICY MONITORING AND LINKED POLICIES

This policy is reviewed annually by the SBM and SLT and submitted for formal approval to the Pastoral and Premises, IT & Health & Safety Governors Committees.

This policy operates in direct conjunction with:

- DoWAT Health and Safety Policy (overarching H&S management framework & RIDDOR procedures)
- DoWAT Staff Handbook (first aid directories, emergency contacts, staff H&S guidelines)
- Policy on Supporting Pupils in School with Medical Conditions
- School Risk Assessment Policy & Educational Visits Policy

APPENDIX 1: FIRST AID LOG

Daily record of first aid treatments administered in the Medical Room.

Date	Last Name	First Name	Form	Time In	Time Out	Description	Action	Add. Info

APPENDIX 2: DIRECTORY OF FIRST AIDERS AND APPOINTED PERSONS

Published list of trained first aid personnel across St. Mark's Catholic School.

Staff Member's Name	Role / Department	Contact Details / Location	Qualification Type

APPENDIX 3: SCHOOL ACCIDENT REPORT FORM TEMPLATE

Form to be completed for significant injuries, incidents, or off-site accidents.

Name of Injured Person & Role/Class:	Date, Time & Location of Incident:	
Incident Details:	Describe in detail what happened, how it happened, and injuries incurred.	
Action Taken:	Describe steps taken, first aid treatment administered, and immediate disposition.	
Follow-up Action Required:	Outline risk reduction steps and monitoring plan.	
Name of Person Attending Incident:	Signature:	Date:

APPENDIX 4: FIRST AID TRAINING REGISTER

Central record of staff first aid qualifications and renewal deadlines.

Name / Type of Training	Staff Attended (Individual / Group)	Date Attended	Renewal Deadline