

## FIRST AID POLICY (including EYFS)

### **First aid provision**

The school has clear guidance with regards to first aid provision.

St Mary's aims to provide first aid care to all pupils and staff who injure themselves at school or who have become unwell during the school day. First aid is also provided to pupils and staff when they are away from school on day visits or residential visits. St Mary's follow the [Department for Education and Employment \(DfE\) Guidance on First Aid for schools](#).

Although the school has no legal responsibility for the provision of first aid to non-employees on the school premises, it does in practice extend first aid to parents or other school visitors.

St Mary's believes that where practicable, every effort is made to support children staying in school when they sustain a minor injury.

### **In an emergency**

In an emergency situation following an accident or injury the nearest member of staff will ring 999, and then notify the First Aider in charge and either the Principal or Vice Principal that this has been done.

If a 999 call is made, the pupil's parents will be rung immediately afterwards, to notify them and ask them to come as soon as possible, either to school or to A & E.

### **First aiders in school**

#### **EYFS**

All Nursery Practitioners in the EYFS have completed paediatric first aid training. This is renewed every 3 years.

#### **School**

A list of all staff who have the First Aid at Work (3 day) qualification are displayed in the staff room, medical room and school office along with all staff who have Paediatric First Aid training. Please see appendix 1.

Responsibility for maintaining and monitoring all aspects of the first aid room and first aid provision including maintaining stock levels, lies with the Appointed Persons First Aider.

First aid supplies can be found in the in the medical room. First aid kits are placed in all areas of the school where an accident is considered possible or likely i.e. in the PE department, science room art/DT room, Kindergarten and the kitchen. A basic first aid kit can be found in all classrooms. First aid kits are also carried by the playground supervisors and supervising teachers at break times, these kits can be found in the

medical room. A first aid kit will be taken with the group when they go on a school visit. The First Aider checks and replenishes all first aid kits as needed.

A member of staff who holds a paediatric first aid qualification will always accompany EYFS children on school trips and outings.

Where possible, it is good practice to manage first aid in the first aid room however, it may be necessary to carry out first aid where the pupil is located.

All staff must make themselves aware of how to contact Ambulance Services in an Emergency by calling 999 from any school phone.

### **Recording first aid**

If a pupil needs medical attention, they should be sent in the first instance to the school office where a qualified member of First Aid staff will assess the level of need. If an accident form needs to be completed the member of staff, who witnessed the accident, will be asked to complete and return to the office.

Serious accidents or injuries must be reported to RIDDOR Incident Contact Centre by the Head of Finance and Operations, Assistant Head of Operations or other Senior Leadership Team member. Online reporting is preferred <http://www.hse.gov.uk/riddor>, however a telephone service remains for reporting fatal and major injuries only - call the incident Contact Centre on 0345 300 9923.

RIDDOR will be notified by the school if any of the following incidents occur:

- a work-related death
- specified injuries including fractures, serious burns and loss of sight
- over seven-day incapacitation of a worker as a result of injuries following an accident
- an accident-causing injury to pupils, a member of the public or others requiring hospital treatment
- occupational diseases
- a specified dangerous occurrence, or near-miss event which did not result in an injury, but injury was possible

### **Notification to parents of first aid provision**

The school will always contact parents if a pupil suffers anything more than a minor injury, if they become unwell or if there are any concerns about their health.

Parents are always notified on the same day about:

- Any head Injury (apart from the most minor), including injuries to face, nose or eyes

### **Treatment of common injuries**

#### **Head injury**

For a head injury, unless the injury is obviously severe, pupils are initially given treatment in the form of a cold pack and rest, under observation, for a minimum of 10 minutes. This period may be extended as appropriate, according to the response of the pupil. At the Lower School, if a pupil has had a head injury, they will wear a

wrist band so that members of staff are aware that the pupil has received a head injury and therefore needs to be monitored within lessons.

The First Aider will ring the pupil's parent to tell them of the incident and ask them to continue monitoring at home.

If the injury appears severe, or the pupil exhibits symptoms of head injury or concussion, parents are contacted immediately to come and fetch them for urgent medical attention. The First Aider in charge will decide as to whether to call the emergency services.

Cuts and grazes are dealt with and recorded on an incident form but unless serious parents will not be contacted.

### **Diarrhoea and/or Vomiting**

If a pupil experiences the symptoms of diarrhoea and/or vomiting, they will be taken to the first aid room to rest in the care of one of the First Aiders until a parent or carer can collect her.

Should your child suffer from diarrhoea and/or vomiting, in line with Government and NHS guidelines, your child should be kept at home and not return to school until 48 hours after the last episode of diarrhoea or vomiting has occurred.

On school visits accompanying staff carry sick bags and tissues for cases of vomiting.

### **Procedure for cleaning up body fluids.**

#### **What is a body spillage?**

Within the school environment it could be urine, blood, vomit or faeces.

#### **How should it be dealt with?**

A member of the school maintenance team should be contacted immediately via the school office.

In the event of the maintenance team being off site, the incident may need to be dealt with by another member of staff. This will be decided by a member of the SLT.

Special cleaning kits – including Personal Protective Equipment can be found in the following locations:

#### **Lower School**

Main School - Medical room  
Studio block - Art cupboard

#### **Kindergarten**

Disabled toilet

## **Senior School**

Medical room

### **Raised Temperature**

If a pupil experiences a raised temperature, she will be taken to the first aid room to rest in the care of one of the First Aiders, the temperature will be checked with a thermometer and where appropriate a parent or carer will be asked to come and collect them.

If your child has a raised temperature or is feeling unwell, please keep them at home until they feel better.

### **Control of Infections & Contagious Diseases**

The school relies on parents to assist them in keeping all pupils safe by reporting any cases of infectious or contagious diseases and to keep their child at home until their doctor has confirmed that they are no longer infectious or contagious.

The school follows the [Public Health Agency guidance 2020](#) when advising whether or not it is safe for a child with an infection to attend school.

### **Mental Health**

Positive mental health is the concern of the whole community, and we recognise that schools play a key part in this. Our school aims to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counterbalance and promote further growth of resilience.

Only appropriately trained professional should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day to day and identify those whose behaviour suggest that they may be experiencing a mental health problem or be at risk of developing one.

It is vital that we work in partnership with parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with school, so appropriate support and interventions can be identified and implemented. Where pupils experience more serious mental health problems, school should expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services, voluntary organisations and local GP practices.

## **Mental Health First Aiders in school**

### **Senior School**

Natalie Crewe (Senior Mental Health Lead)

Kate Kiernan

Heidi Wright

Marina Mitchell

Rebecca Doe

Lucille Long

### **Lower School**

Denise Adamson

Emma Stanhope

### **Training**

The school promotes staff training in supporting pupils with medical conditions.

The school ensures that all staff, including temporary staff, are aware of the 'Medical Conditions Policy' and 'First Aid Policy' and their role in implementing them as part of induction.

All staff know which named members of staff should be called on in the event of a medical emergency and should remain with them until a parent or carer arrives. Pupils should not be taken to hospital in staff cars.

All members of staff have a duty to be aware of the medical information of all pupils for whom they are regularly responsible.

The school has a sufficient number of trained first aiders

The school ensures they carry out risk assessments as appropriate and have sufficient numbers of trained first aiders, considering factors such as the size of the school.

All first aiders are trained in the management of common medical emergencies and basic life support, including cardiopulmonary resuscitation (CPR) and anaphylaxis training, this is refreshed at least every three years.

The school has access to defibrillators. Training of how to use them is included in the basic first aid training all staff receive.

**Lower School:** Medical room  
Creative Arts block

**Senior School:** School hall  
Entrance to turrets

The school reserves the right to seek professional advice/specialist training from relevant healthcare professionals where it is deemed appropriate to do so.

Reviewed/Approved: November 2025  
Next Review: Autumn 2026

## Appendix 1

Please see below the staff with specific First Aid qualifications

Ms Gray (Lower School)	Paediatric & Emergency First Aid at Work
Mrs Howard (Lower School)	Paediatric & Appointed Person First Aid
Mrs Paisley (Lower School)	Paediatric
Mrs Ingram (Lower School)	Paediatric
Mrs Rees (Lower School)	Paediatric
Mrs Violet (Lower School)	First Aid at Work (3 day) & Paediatric
Miss Pyke (Lower School)	Paediatric
Miss Martins (Lower School)	Paediatric
Miss Copping (Lower School)	Paediatric
Mrs Vakalopoulou (Lower School)	Paediatric
Mrs Connelly (Lower School)	Paediatric
Miss Humphrey (Lower School)	Paediatric
Mrs Mill (Lower School)	Paediatric
Miss Bacon (Lower School)	Paediatric
Mrs Wood (Lower School)	First Aid at Work (3 day) & Paediatric
Mrs Adamson (Lower School)	First Aid at Work (3 day) & Paediatric
Mr Birchmore (Lower School)	First Aid at Work (3 day)
Mrs Folkerd (Lower School)	Paediatric
Miss Girolami (Senior School)	First Aid at Work (3 day)
Mrs Bartle (Senior School)	First Aid at Work (3 day)
Mrs Mackin (Senior School)	First Aid at Work (3 day)
Miss Wright (Senior School)	First Aid at Work (3 day)
Miss Crewe (Senior School)	First Aid at Work (3 day)
Mrs Kiernan (Senior School)	First Aid at Work (3 day)
Mr Parkinson (Senior School)	First Aid at Work (3 day)
Mrs Washington (Senior School)	First Aid at Work (3 day)
Mr Weaving (Senior School)	First Aid at Work (3 day)



**Appendix 2**

**REQUEST FOR SCHOOL TO ADMINISTER/SUPERVISE TAKING OF MEDICATION**

Pupil's Name: ..... Class/Year Group: .....

Condition / Illness:.....

Name/Type of Medication:  
.....

For how long will child be required to take medication? .....

Date treatment started: ..... Dose required: .....

Frequency of dose: .....Time last administered: .....

Additional information / instructions (before/ after food, interaction with other medicines, possible side effects, storage instructions)  
.....

Parent's Signature: .....Date:.....

---

Office Use – to be filled in by member of staff administering medication and witnessed by another member of staff.

Administered by: ..... Time: .....

Witnessed by: .....

If the medication is required for additional days please complete the form overleaf and sign where necessary.

I have been informed of the time my child was administered their medication.

Parent's Signature: .....Date: .....

Continuation of medication for additional days

Date	Dose given	Time given	Member of staff who administered	Member of staff who witnessed	Parent's signature