



First Aid Policy

Approved: September 2026

Next Review: September 2027

Our Mission Statement

'Growing in Love in the Spirit of Christ for the benefit of all.'

General Statement

St Joseph's Catholic primary and Nursery School, New Ollerton. A Voluntary Academy is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each key stage area.
- At least one appointed person in each of KS1 and KS2 to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

This policy will also adhere to the Safeguarding/Child Protection Policies and Prevent Strategy where applicable.

First Aid Boxes

All 'First Aid Boxes' in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in: -

- Staff Room
- KS1 corridor
- Nursery

Appointed Persons

The following person is responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:-

Office staff and Michaela Key

Information

1. A notice has been placed in each room of the school stating the location of the nearest first aid box.
2. Children will be told what to do if there is an accident.
3. The school's First Aid Policy will be available on line and a paper copy will be available from the office and in the staff room.

Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

1. Teacher/First Aider in class to deal with injured child.
2. If further assistance needed send helping hand to office and they will organize further first aiders to assist.

If the accident occurs during breaks or lunchtime, the following procedure will be followed:-

1. Small grazes etc will be dealt with on the playground.
2. More serious grazes and head bumps to be dealt with by first aider.
3. This person will decide on further action needed.

Accident Reporting

All accidents will be recorded and reported using the school's accident reporting form which includes:

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

'Accident Record Book' to be kept in staffroom cupboard, KS1 corridor, Nursery and by KS1 and KS2 MDSA staff and completed for all accidents, and first aid slips to be completed and copy passed to teacher for the child's parent(s).

First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There are currently approximately 20 members of staff with Emergency First Aid at Work qualification, and 3 with Paediatric First Aid training. This meets the suggested requirements of the HSE First Aid at Work Approved Code of Practice and Guidance. Relevant staff have received training in the use of adrenaline auto-injectors (AAIs/EpiPens), and this training will be refreshed as required and in line with current guidance. All staff will receive appropriate allergy awareness

information/training, including recognition of anaphylaxis, emergency response and the location and use of the school's spare AAls.

Allergy Safety, Benedict's Law and Emergency Adrenaline Auto-Injectors

The school recognises its responsibilities under the allergy safety provisions introduced through the Children's Wellbeing and Schools Act 2026, commonly referred to as Benedict's Law. These requirements strengthen the arrangements schools must have in place to support children and young people with allergies and respond to anaphylaxis. The school will maintain a separate, published Allergy Safety Policy and will ensure that allergy management arrangements are incorporated into relevant Individual Healthcare Plans (IHPs) and risk assessments. The school will identify a named member of staff to lead on allergy safety and will ensure that all staff receive appropriate allergy awareness training.

Emergency Adrenaline Auto-Injectors (AAls/EpiPens)

The school holds spare adrenaline auto-injectors (AAls/EpiPens) on site for use in an emergency. These are held as emergency medication and are intended to supplement, not replace, a pupil's own prescribed adrenaline auto-injectors.

Spare AAls will be stored in a clearly identified, readily accessible location known to relevant staff and will be kept in accordance with the manufacturer's storage requirements. The school will maintain arrangements for checking stock, expiry dates and condition and will replace devices following use or before expiry.

Where a pupil is known to be at risk of anaphylaxis, the pupil's IHP/allergy management plan will identify their known allergens, symptoms, prescribed medication, emergency arrangements and the location of their personal AAls. Personal prescribed AAls must be readily accessible and available whenever the pupil is on the school site or taking part in an off-site activity.

If a pupil develops symptoms of anaphylaxis, adrenaline must be administered without delay in accordance with the pupil's IHP and the instructions for the device available. The emergency services must be called on 999 immediately after adrenaline has been administered. Staff should state that the child is experiencing anaphylaxis and provide the school's full address and postcode.

If a pupil's own prescribed AAI is unavailable, inaccessible or cannot be administered correctly without delay, a school-held spare AAI may be used where the legal and medical requirements for its use are met. Where an individual who is not known to have an allergy develops a suspected severe allergic reaction, staff should call 999 immediately and follow the instructions of the emergency services; the emergency AAI may be used where permitted by law to save life.

Where symptoms have not improved after approximately 5 minutes and a second AAI is available, a second dose should be administered in accordance with the individual's emergency plan and current clinical guidance. Staff should continue to monitor the pupil until emergency services arrive and should provide paramedics with details of the suspected allergen, the pupil's known allergy, the time(s) adrenaline was administered and any other relevant information.

Any administration of an AAI will be recorded, reported to parents/carers and reviewed in accordance with the school's medical conditions and allergy safety procedures.

Serious incidents and near misses will be recorded and used to identify any lessons or changes needed to improve allergy safety.

School Visits and AAls

For educational visits, residentials, swimming and other off-site activities, the risk assessment and medical information will identify the arrangements for pupils with allergies. Prescribed AAls and, where appropriate, the school's spare AAI will accompany the pupil/group and be readily accessible throughout the activity. Staff responsible for the pupil will know how to recognise anaphylaxis and how to access and use the relevant AAI.

School Visits and Journeys away from School

Before undertaking any off-site activities, the teacher in charge will complete a Risk Assessment and hand it to the Educational Visits Coordinator (Mrs S Broad) who will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will confirm to the Authority's guidance. Documentation

First Aid off site

As well as permanent First Aid Kits in Staff room, Nursery and KS1 corridor a portable versions are available for off site visits. This would include swimming, walks in the local area, residentials, educational visits etc.

Policy

All staff are made aware of this policy and encouraged to consult upon it annually. All are also encouraged to familiarise themselves with First Aid training documentation and training guide within the 3 year training cycle. Further Guidance will be given to individual staff upon request.

First Aid Accommodation

The Staff room is normally designated as a suitable area for administering First Aid. Signage around the school buildings and grounds notifies all stakeholders of First Aid facilities on site.

Medical information

All staff are made aware of medical issues concerning children in their class by way of an information sheet at the front of the register. This includes allergies, asthma etc.

Administration of medicines

It is at the school's discretion if medicines can be administered in school time. We would try to accommodate requests in the short term by minimising disruption to the child / children's learning and day to day running of the school and upon completion of a health plan completed by parents. Medication will be stored in the school office and a record kept of any administered.

Relevant Legislation and Guidance

- Children's Wellbeing and Schools Act 2026 – allergy safety provisions.
- Department for Education (2026), Allergy safety in schools – statutory guidance.
- Department of Health and Social Care, Guidance on the use of adrenaline auto-injectors in schools.
- Human Medicines Regulations 2012, including provisions relating to adrenaline auto-injectors in schools.
- Supporting pupils at school with medical conditions – statutory guidance.