

Our Lady and Saint Benedict Catholic Academy



Part of St Gabriel the Archangel
Catholic Multi-Academy Trust

First Aid Policy 2025/26

Introduction

Our Lady & St Benedict Catholic Academy is committed to providing emergency first aid cover to deal with accidents and incidents, which occur to employees, children and all categories of visitors. The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981.

The First Aid Team

The first aiders in school who are qualified to administer first aid are:

Paediatric First Aiders:

Rebecca McCue - (October 2028)

Sharon Franklin - (October 2028)

Lisa Rushton - (October 2028)

Kerry Bradshaw (September 2026)

Lisa Buxton (June 2027)

Molly Bird (October 2028)

Jennifer Cotton (June 2027)

Gabriella Medgysey (October 2027)

Advanced First Aiders

Kelsey Franklin - (September 2026)

Kerry Howard - (September 2026)

Kath Foxall- (September 2026)

Emergency First Aid:

Ruth Foulkes (September 2025)

Lisa Rushton (September 2025)

Sarah Clowes (April 2025)

Kathryn Foxall (September 2026)

Lisa Buxton (September 2026)

Amy Ward (September 2026)

Natalie Savage (September 2026)

Sam Bailey (September 2026)

Emily Machin (September 2026)

Responsibilities of First Aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

First Aid Facilities

First aid boxes are located in school as listed below. They contain sufficient first-aid materials to administer first aid as recommended by the HSE. The school has travelling first-aid kits used for off-site visits. These are kept in the janitor cupboard, and contain supplies recommended by the HSE. First aid supplies are checked half termly for expiry dates. Full lists can be found in each first aid container.

First Aid facilities are located:

- Foundation Stage (in nursery classroom)
- First aid cupboard by the main school pupil entrance, near to the KS1/ KS2 girls toilets
- Kitchen
- First Aid bag in the office

Accident Reporting

All first aid incidents should be recorded in the first aid record book. These are located in the first aid cupboards. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the Principal or senior teacher who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Principal or senior teacher and should be recorded on the Accident Investigation report, and via the online My Health & Safety portal.

Calling the emergency services

In the case of major accidents, it is the decision of the principal/senior teacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the emergency box in the school office cupboard. It is vital therefore, that parents provide the school with up to date contact names and telephone numbers.

School Visits

In the case of a residential visit, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In the case of day visits, we will seek permission from the pupils' parent/guardian to administer first aid wherever necessary.

Administering Prescribed Medication in School

The school has a separate Health and Safety policy for the administration of medicines.

Storage/Disposal of Medicines

In Early Years Medicines are stored in the locked cupboard in the food prep area behind the safety gate. For all other Year Groups Medicines must be stored in the Staffroom. The

exception to this rule are inhalers, which must be clearly labelled with their name and kept in the child's classroom in the asthma bag; where they can be easily reached where necessary. It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

Pupils with Special Medical Needs - Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.

For further information on supporting children with medical needs we consult the following advice:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

A copy of all individual health care plans can be found in the staff room, the school office and in each class medical folder.

Name: Chair of Governors – Mrs Dianne Jones

Signature:

Date:

Name: Principal – Mrs Sarah Clowes

Signature 

Date: 26.1.2026

Reviewed: January 2026

Review date: January 2027