

# Rossington St Michael's C of E Primary School

## FIRST AID POLICY

2025-2026



Date of Policy: September 2025

Date of Review: September 2026

## 1. Introduction

Rossington St Michael's CE Primary School is committed to providing a safe and healthy environment for all pupils, staff, and visitors. We recognise our duty to ensure appropriate first aid arrangements are in place and that they are understood and followed at all times. This policy outlines the school's approach to the management of first aid in accordance with statutory requirements and our safeguarding responsibilities.

We use **Medical Tracker**, a secure digital platform, to record, monitor, and communicate first aid incidents and medical needs.

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## 2. Aims

- To ensure that all pupils, staff, and visitors receive effective first aid treatment in the event of illness or injury.
  - To ensure that first aid is administered by trained personnel in a timely and competent manner.
  - To maintain accurate records of first aid treatment via **Medical Tracker**.
  - To promote awareness of medical conditions and individual care plans among relevant staff.
  - To meet the requirements of the Health and Safety (First-Aid) Regulations 1981.
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## 3. Responsibilities

The Local School Board will:

- Ensure the school has appropriate first aid provision in place.
- Monitor the implementation and effectiveness of this policy.

The Headteacher will:

- Ensure that there is an adequate number of qualified first aiders.
- Ensure staff receive appropriate training and refresher courses.
- Promote awareness of first aid procedures among staff, pupils, and parents.
- Oversee the effective use of **Medical Tracker** for incident logging and communication.

Designated First Aiders will:

- Administer first aid in line with training and school procedures.
- Log all incidents and treatments on **Medical Tracker**.
- Inform parents/carers of incidents as appropriate.
- Keep first aid kits fully stocked and report shortages.
- Follow individual care plans for pupils with specific medical needs.

**All Staff will:**

- Be aware of the school's first aid arrangements.
  - Send children to a first aider if there is an injury or illness.
  - Familiarise themselves with pupils' medical needs where applicable.
  - Seek assistance in the event of an emergency.
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#### **4. First Aid Provision**

The school ensures that:

- A sufficient number of staff are trained in **Paediatric First Aid** and/or **Emergency First Aid at Work**.
  - First aid kits are available in key locations, including:
    - The main office
    - All classrooms and practical areas (e.g. PE shed, kitchen)
    - Playground areas
    - School minibuses (when in use)
  - First aid kits are maintained and replenished regularly.
  - There is always at least one trained paediatric first aider on site when EYFS pupils are present.
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#### **5. Medical Tracker**

Rossington St Michael's uses **Medical Tracker** to:

- Log all first aid incidents and injuries, including the nature of the injury, treatment given, and name of the first aider.
- Automatically notify parents/carers via email of minor and moderate injuries.
- Record and monitor patterns in incidents, helping to inform future safety measures.
- Maintain records of pupils with individual healthcare plans or long-term medical conditions.
- Track the administration of medication, including parental permission and dosage details.

Parents/carers are encouraged to keep their contact details up to date to ensure effective communication via Medical Tracker.

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## 6. Serious Incidents and Reporting

In the event of a serious injury or incident:

- Emergency services will be contacted immediately.
  - The Headteacher (or designated deputy) will inform parents/carers by phone.
  - An Incident Report will be completed and reviewed.
  - In accordance with **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), the appropriate external agencies (e.g. HSE, LA) will be informed if required.
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## 7. Administration of Medication

The school follows its **Supporting Pupils with Medical Needs Policy**. Key points include:

- Prescribed medication will only be administered with written parental consent.
  - All medications must be stored securely in the medical room or fridge, as required.
  - A record of each administration will be logged on **Medical Tracker**.
  - Inhalers, epipens, and emergency medications are kept accessible and monitored by staff.
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## **8. Hygiene and Infection Control**

- Disposable gloves and aprons are available and must be used when dealing with bodily fluids.
  - Hands must be washed before and after administering first aid.
  - Contaminated waste is disposed of safely using clinical waste procedures.
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## **9. First Aid during Educational Visits**

- A qualified first aider will accompany all off-site visits.
  - A first aid kit and any necessary pupil medication will be taken.
  - Emergency contact numbers and pupil health information will be accessible to staff.
  - Incidents on visits will be logged on Medical Tracker upon return to school or, where feasible, in real-time via mobile access.
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## **10. Training**

- First aiders are trained and qualified in line with current HSE standards.
  - Staff receive refresher training every 3 years or as needed.
  - Whole staff are updated annually on first aid procedures and medical conditions of pupils.
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## **11. Monitoring and Review**

- This policy will be reviewed annually by the Headteacher and Governing Body.
- Incidents logged on Medical Tracker will be reviewed regularly to identify trends and inform risk assessments.
- The school will act on any recommendations from audits, inspections, or serious incidents.