



St. John Vianney School

Steps to Independence & Education for Life

Document Control	
Title	FIRST AID POLICY
Supersedes	November 2024
Author	A Watson, A Moloney
Owner	A Moloney
Area of Governance	Pupil Progress
Date	September 2025
Related Documents	<ul style="list-style-type: none">• Health and Safety Policy• Behaviour Policy• Child Protection and Safeguarding Policy• Medicines in School Policy• Physical Intervention
Circulation	All Staff, GB
Status	Ratified
View by Staff	November 2025
Date of ratification by Governors	November 2025
Review	Autumn 2026
Distribution	SJV server, Main Office, Compliance Manager, Trust Governor Portal

SAINT JOHN VIANNEY R C SCHOOL



Our Mission Statement

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

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Statement of intent

St John Vianney RC School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Physical Intervention Policy
- Child Protection and Safeguarding Policy
- Medicines in School Policy

The School's Medical Coordinator, supported by the Assistant Headteacher responsible for Health and Safety has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2022) 'First aid in schools, early years and further education'
- Keeping Children Safe in Education (2025)

2. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency, before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with pupil and staff needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- Latex free wash proof plasters
- X 2 sterile eyewash pods
- X 2 triangular bandages
- X 3 sterile dressings (assorted s
- X 3 pairs of disposable gloves
- X 1 pair of tough cut scissors
- X 1 pair of tweezers
- X Alcohol free cleansing wipes
- X 1 resuscitation face shield
- X 1 ice pack
- X 1 ice pack cover
- X 6 safety pins
- Micro Tape
- X 1 finger dressing
- X 1 eye dressing
- X 2 burns gel with 2 low adherent dressings
- X 1 sick bag with gloves
- X 1 trauma fix heavy bleed kit
- X 1 large wound dressing
- X 1 emergency foil blanket
- X 1 tourniquet
- X 1 haemostatic dressing
- Blue plasters (Food Tech / Catering First Aid Kit)
- All first aid containers will be identified by in a hard-shell case with a white cross on a green background.
- All first aiders have their own personal kit as well as those placed around school in sign posted locations.
- All classes have their own soft carry case, first aid kit, for offsite visits (Classes 1-14).

The Medical Coordinator is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are located in the following areas:

- The school office
- Estate's office
- Post 16 Common Room
- Science Lab
- Minibuses X 2 (Blue and Red)

- Design and Technology Room
- Food Technology Room
- All first aiders have a personal kit
- Medical Room

3. Roles and responsibilities

The Governing Body is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The Headteacher and the Medical Coordinator ('appointed person') are responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the Governing Body.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The Medical Coordinator is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

4. First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Assistant Headteacher Responsible for Health and Safety / Medical Coordinator.

The Assistant Headteacher Responsible for Health and Safety / Medical Coordinator will ensure there are sufficient First Aiders for the school site.

Each first aider will be responsible for ensuring their personal first aid kit is properly stocked and maintained. The medical coordinator will be responsible for ensuring all other on site first aid kits are properly stocked and maintained.

The current qualified first aid appointed person(s) are:

Name	Qualification
A Watson	First Aid at Work
J Rouse	First Aid at Work
J Cassidy	First Aid at Work
L Carney	First Aid at Work
M Murgia	First Aid at Work
O Lebedeva	First Aid at Work
Z Shenton	First Aid at Work
S McDonagh	First Aid at Work
J Freshwater	First Aid at Work

5. Automated external defibrillators (AEDs)

The school has an AED, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

AED training is provided during 'First Aid at work' training and 'First Aid at work' refresher training. Additional in-house refresher AED training is provided to key staff by the Medical Coordinator.

Use of the AED will be promoted to pupils during PSHE lessons.

6. Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will call for the Medical Coordinator to support, or in an emergency arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some

situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls for support from a first aider or the Medical Coordinator, they will deem the appropriate first aid required or call 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member will alert the school office. and the office administration team will call for a supporting first aider or the Medical Coordinator. The first aider will stay with the pupil and accompany the pupil in the ambulance. The admin team will call the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil may be collected by a parent / carer and taken to a hospital for further medical attention.
- Where a parent is unavailable to collect and the pupil cannot wait for medical attention, they may be taken to a hospital in the school minibus / a taxi with a member of staff or a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs.

The pupil's parent/carer will be called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members will remain with the pupil at the hospital until a parent arrives.

- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately by the office administration team.

Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher.
- The victim(s)' parents.
- Designated Health and Safety officer

7. Reporting to parents

In the event of incident or injury to a pupil, the staff member who witnessed the incident will complete an Evolve accident form (with the First Aider) and at least one of the pupil's parents will be informed as soon as possible and before the pupil leaves the school.

Parents will be informed by phone call of any pupil injury whether minor or major, and be given guidance on the action to take if symptoms develop. This will be undertaken by the member of staff who witnessed and managed the incident, Medical Coordinator or the first aider who dealt with the injury.

In the event of a serious injury or an incident requiring emergency medical treatment, either a member of the Admin team, the Medical Coordinator or a Senior Leader will telephone the pupil's parents as soon as possible.

A list of emergency contacts is kept at the school office and on SIMs.

The Medical coordinator and Health and Safety Officer will ensure staff complete an Evolve accident form to ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name of the first aider who managed the incident.
- The name of which member of staff phoned home.

The Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. This risk assessment will need to be approved by the Assistant Headteacher responsible for Health and Safety.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- Latex free wash proof plasters
- Sterile eyewash pod
- Triangular bandage
- Sterile dressing
- Pair of disposable gloves
- Pair of tough cut scissors
- Pair of tweezers
- Alcohol free cleansing wipes
- Resuscitation face shield
- An ice pack and ice pack cover
- Safety pins
- Finger dressing
- Eye dressing
- Burns gel with dressing
- Sick bag with gloves
- Low adherent absorbent pad
- Large wound dressing
- Emergency foil blanket
- Micro Tape

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- Latex free wash proof plasters
- X 2 sterile eyewash pods
- X 2 triangular bandages
- X 3 sterile dressings (assorted sizes)
- X 3 pairs of disposable gloves
- X 1 pair of tough cut scissors
- X 1 pair of tweezers
- X Alcohol free cleansing wipes
- X 1 resuscitation face shield
- X 1 ice pack
- X 1 ice pack cover
- X 6 safety pins
- Micro Tape
- X 1 finger dressing
- X 1 eye dressing
- X 2 burns gel with 2 low adherent dressings
- X 1 sick bag with gloves
- X 1 trauma fix heavy bleed kit
- X 1 large wound dressing
- X 1 emergency foil blanket
- For more information about the school's educational visits, please see the School Guidance for Off-Site and Educational Visits.

9. Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, and in accordance with an Individual Health Care Plan (IHCP) unless individual pupils have been given responsibility for keeping such equipment with them.

Parents will sign a medication agreement form when handing new medications into the school office, the form includes the dosage regime and permission from the parents to administer.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine, we do not accept loose tablets.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired. Where the parent is unable to collect the medication, the Medical Coordinator will dispose of it at a local pharmacy, with permission from the parents.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen and an emergency inhaler.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Care Plan (IHCP) can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

All school staff will receive medication training from the Medical Coordinator, at the start of the first term of the academic year.

Illnesses

When a pupil becomes ill during the school day, the class team should get a first aider to assess the pupil, in the first instance. The first aider should then seek guidance from the Medical Coordinator, if the illness persists. In cases where a child may need to be sent home, the Medical Coordinator should be informed promptly to assess the pupils' symptoms. The Medical Coordinator will then discuss with the Headteacher or a member of SLT to decide if the pupil should remain in school or whether a period of monitoring is required. If there is no change in the child's symptoms parents will be contacted by the Medical Coordinator or the Admin Team and asked to pick their child up as soon as possible.

A quiet area in the hygiene room will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time by a member of the Class team.

10. Allergens

Where a pupil has an allergy, the school will ensure the necessary control measures are in place, to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies, in order to ensure the health and safety of the children. Parents are responsible for working alongside the school in identifying allergens and potential risks and making these known to staff.

Details of pupils with allergies are kept on the school server, a copy will be regularly updated and sent out throughout the year to all staff and a copy is given to the kitchen to ensure that catering staff are aware of any pupils' allergies, which may affect the school meals provided, and act in accordance with, the school's procedures regarding food and hygiene.

The Medical Coordinator will ensure that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis. All staff will understand the action to take and processes to follow in the event of a pupil going into anaphylactic shock.

The Medical Coordinator ensures that there are effective processes in place for medical information to be regularly updated and distributed to relevant staff members, including supply and temporary staff. We aim to keep up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies.

To support pupils who attend school and have a nut allergy, the school will take all reasonable steps to ensure food items do not contain nuts or nut products in any ingredients used. **Food items containing nuts are not allowed to be brought onto the school premises.**

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHCPs, considering any known allergies of the pupils involved.

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response. In the event of an animal on the school site, staff members will be made aware of any pupils who this may pose a risk to and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites. Pupils with known seasonal allergies are encouraged to wash their hands after playing outside. Those with severe seasonal allergies are

encouraged to bring an additional set of clothing to school, to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency:

- Pupils who have prescribed AAI devices, are able to keep their device with them, in an Epi Pen bag given by the Medical Coordinator to the Class. This so that the staff team can identify the device in an emergency if required. Class teachers/support staff need to ensure that the Epi Pen bag stays with the child if they move classrooms or for any offsite activities.
- Teachers and Teaching assistants should help pupils take responsibility for their AAI, where appropriate, particularly during transitions and in ensuring it is accessible during off site visits. Guidance on this will be written into a protocol for specific pupils by the Medical Coordinator. (appendix 1).

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils. Spare AAIs are not located more than five minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found in The Medical Room.

The Medical Coordinator conducts a monthly check of the emergency anaphylaxis kit(s) to ensure that: spare AAI devices are present and have not expired and replacement AAIs are obtained when expiry dates are approaching.

A sharps bin is utilised where expired AAIs are disposed of on the school premises.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether a spare AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised, and will call for help from a designated first aider. The first aider will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will lay flat and still. If the pupil stops breathing, a suitably trained

member of staff will administer CPR. A staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered
- Any used AAIs will be given to paramedics.

Following the occurrence of an allergic reaction, the senior leadership team, in conjunction with the Medical Coordinator will review the school's response and will consider the need for any additional support, training or other corrective action.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section (6) of this policy.

11. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances. We will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

12. Monitoring and review

This policy is reviewed biannually by the Governing Body, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is Autumn 2026.

Appendix 1

Protocols for pupil AAI's

The school will hold an emergency anaphylaxis kit for all staff to access if required **IN AN EMERGENCY**.

The nearest anaphylaxis kit is situated in the **Medical Room**.

For an emergency where a child has an epi pen and requires use of this, the kit should be retrieved, even if the child / young person has their own epi pen with them. This is in case their pen is expired / inactive or damaged.

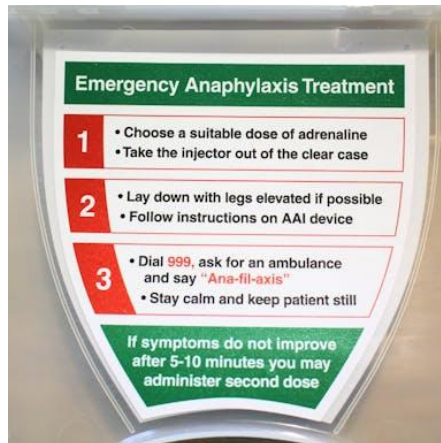
All pupils who require an Epi Pen at St John Vianney will use a 300mcg pen.

To use the kit staff should follow the instructions below:

- Retrieve kit from medical room
- Break yellow tab
- Open the kit and select suitable pen (300mcg dosage).



- The kit contains instructions inside in a clear format for all staff to follow. This guidance should be followed in the first instance; a first aider / medical coordinator should be called to assist.



- When you get to Point 3 on picture above, the Admin team should be informed to call for an ambulance and inform parents.

Pupil spare EpiPen

If a pupil has forgotten their own EpiPen and requires the use of a spare one during the school day the class team should collect the personal emergency anaphylaxis kit from the Medical Coordinator.

This is different kit to the emergency plastic kit and looks like the picture below.

A pupil will need to take one with them if they are offsite.



This is kept in the Medical Cabinet in the store cupboard of the Medical Room and contains x1 300mcg Epi Pen.