

At St Mary's we champion every child to be the **best that they can be**. Our knowledge-led curriculum therefore endeavours to develop our children's **character**, **core skills**, **creativity** and sense of **community**.

Supported by our school's vision, ethos and position as a junior school, we believe that our specialist knowledge of the Key Stage 2 age range ensures **improving outcomes, opportunities and experiences for all our children**. To achieve this, we are aspirational for our pupils, instilling high expectations, the passion, perseverance and stamina to succeed.

First Aid Guidance

Ely St Mary's CofE Junior School

Written/reviewed by:	Hannah Vitacolonna (Office Coordinator) and Oliver Graves (Headteacher)	Date: June 2026
Related Documents:	This first aid guidance is linked to the: - DEMAT Medical Policy - Health and safety policy - Risk assessments - Mobile Phones in School Policy - Educational Visits Policy	
Approved/Ratified by		
Next review due by:	June 2027	
Amendments May 2024:	Renamed to First Aid Guidance to reflect this being local protocols that sit under a wider trust policy. Added Appendix 5 – Guidance on emergency inhaler use	

"Championing every child to be the best that they can be"

Responsibility **E**xcellence **S**pirituality **P**erseverance **E**nergy **C**aring **T**olerance

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1. Aims

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment.

The aims of our first aid guidance are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This guidance is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety

Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

- At Ely St Mary's, we require staff to be trained in first aid as a matter of course.
- In addition, the school's appointed person(s), is / are:
 - Hannah Vitacolonna (Office Coordinator)
 - Rebecca Gilpin Davies (Assistant Head)
 - Rebekah Gardner (Interim Deputy Head)
 - Helen Atkinson (Pastoral Support)
 - Laura Jefford (Senior Office Administrator)

(appendix 1)

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person(s) are listed at the office and on our H&S and Safeguarding laminate shared with all visitors on arrival.

3.2 The governing board

The governing board provides assurance to the DEMAT Trust Board in relation to the Academy for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

The headteacher is responsible for the implementation of this guidance, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place, including those relating to specific sites, activities or pupil conditions.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils – the designated space for this at St Mary's is the toilet outside the school office.
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person(s) in school are
- Completing accident reports for all incidents they attend – the first aid book and slips can be found in the school office. Where a first aider is responsible for a class and unable to leave, they are able to a. administer first aid and email the log for the office team to input into the accident book; or request first aid assistance.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If the first aider judges that an adult on site needs further medical attention, they will liaise with next of kin and or medical professionals – a member of SLT should be informed at this stage if they are not already aware.
- If emergency services are called, the office coordinator or Senior Management will contact parents / next of kin (for adults) immediately.
- The first aider/Appointed Person will complete an accident report form (**appendix 2**) on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone or their own mobile phone. (In recognition of the size of some year cohorts, we acknowledge that we do not hold significant numbers of work mobile phones for the purposes of group work offsite. Our 'Use of Mobiles in School' Guidance recognises the possible need for staff to use their personal device when offsite on a trip or visit. Where this trip includes a residential, this is written into the risk assessment and staff briefing to ensure regular contact is kept with school and the safeguarding of pupils and staff is maintained.'
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves

- Information about the specific medical needs of pupils – this is included as part of the risk assessment process.
- Parents' contact details – these can be accessed electronically via the school's MIS system; telephoning the school; and where the trip is a residential, paper copies of contact lists are taken (and later shredded for the purposes of GDPR).

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Visit Leader (usually Class teacher) prior to any educational visit that necessitates taking pupils off school premises. The risk assessment will then be signed off by the Headteacher, Deputy or Assistant Headteacher or Mr Greenwood (Educational Visits Coordinator).

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits.

First aid kits are stored in:

- The Main Office at Reception
- The school kitchen

- Each class has a class medical box where asthma inhalers are stored as well as smaller selection of first aid equipment to only be used in the event of an incident in the classroom during an invacuation or for use on the playground during P.E (until pupil can be brought into school for further treatment).
- There are 3 small first aid bags for staff to carry with them on the playground during breaks and lunchtimes (to be used in the first instance until pupil can be brought into school for further treatment).

6. Record-keeping and reporting

6.1 First aid and accident record book

- A first aid incident report will be completed by the first aider on Smartlog on the same day or as soon as possible after an incident resulting in an injury – including incidents on school trips off site (report to be completed as soon as possible upon return to school). These reports are sent electronically to parents/carers.
- As much detail as possible should be supplied when reporting a first aid incident including all of the information included in the accident form.
- In the event of a more serious injury sustained at school, an accident report will be completed on Smartlog and the Health and Safety Academy Team will be notified immediately.
- Records held in the first aid and accident book and on Smartlog will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The Appointed Persons will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Appointed Persons will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Office Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*

- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All school staff are able to undertake first aid training if they would like to. Staff are requested to complete this as standard practice at St Mary's.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until – this is retained on the school Single Central Record Training Tab

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Monitoring arrangements

This guidance will be reviewed by the Headteacher & Office Coordinator every year

At every review, the guidance will be approved by the Local Governing Board.

Appendix 1: list of appointed persons(s) for first aid

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Hannah Vitacolonna	Office Coordinator / Appointed Person 3 Day Certificate - First aid at work St. John Ambulance – expires 02/12/2027	hvitacolonna@esm.school / office@esm.school 01353 662163
Laura Jefford	Senior Office Administrator	01353 662163
Rebekah Gardner	Interim Deputy Headteacher	01353 662163
Rebecca Gilpin-Davies	Assistant Headteacher	01353 662163
Helen Atkinson	Pastoral Team	01353 662163

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred.			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: Smartlog Incident Form

Report Incident

Type



Notes:

Save and complete accident form

Save only

Save and inform parents / guardians

Close

Appendix 4: Accident Report:

Type of record:

Person involved	Loss Time / Serious Accident / Injury
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Section 1: Personal Details

Name of injured person / person involved (required field)	Date & time of accident / incident (required field) 17/05/2024 15:37
☐ Male ☐ Female ☐ Other	Home address of the person Address 1 Address 2 Address 3 Town County Postcode
Age of the person / Date of birth	Contact details of the person Phone Number Email address
Is the person? (required field) ☐ Employee ☐ Member of the public ☐ Student ☐ Contractor ☐ Agency Worker ☐ Supported Person ☐ On Work Experience ☐ Volunteer	

Section 2: Details of accident / incident

Please select location (required field) ELY: St Mary's C of E Junior School	Your details / any other witness details Please specify full name, department, contact details and employee / student number
Please select department (if required) Select department if applicable	
Details on specific location of accident / incident	
Was an injury sustained? (required field) ☐ Yes ☐ No	

Section 3: Details of first aid administered

Was first aid given? ☐ Yes ☐ No ☐ Declined first aid
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Submit Report

Appendix 5 Use of Emergency Inhaler Protocol

Our protocols for using Emergency Inhalers is based upon the Guidance here:
[DfE Statutory Guidance \(2026 Update\)](#) - particularly Section 4.

1. The Asthma Register

- **Maintenance:** The school will maintain an up-to-date register of all pupils diagnosed with asthma or prescribed a reliever inhaler.
- **Accessibility:** This register must be kept with the emergency inhaler kit to allow for rapid verification during an attack.

2. Parental Consent

- **Requirement:** The emergency inhaler will **only** be used for pupils on the register for whom written parental consent has been specifically obtained for the use of the *emergency* kit.
- **Renewal:** Consent should be updated annually (usually at the start of the school year).

3. Storage and Care of Equipment

- **The Kit:** The kit will contain an emergency Salbutamol inhaler alongside spacers.
- **Location:** The kit will be kept in the office space in the medical cupboard.

4. Emergency Procedure (Step-by-Step)

1. **Identify signs:** Persistent cough, wheezing, tight chest, or difficulty speaking.
2. **Stay calm:** Reassure the child and encourage them to sit up/lean forward.
3. **Administer:** Use the child's own inhaler first. If unavailable, use the emergency inhaler via a spacer (2 puffs, then wait 2 minutes, up to 10 puffs).
4. **Call 999:** If symptoms do not improve after 10 puffs, or if the child is distressed/turning blue.

5. Record Keeping and Notification

- Every use of the emergency inhaler must be recorded (date, time, number of puffs).
- Parents must be informed in writing the same day so they can notify their GP.

CALL AN AMBULANCE IMMEDIATELY IF THE CHILD PRESENTS WITH THE FOLLOWING:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed