



# First Aid Policy

2026 - 2027

St John Plessington Catholic College

Holy Family Catholic Multi Academy Trust

|                     |                                                  |
|---------------------|--------------------------------------------------|
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# Contents

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|                                                             |
|-------------------------------------------------------------|
| <b>1. Policy purpose</b>                                    |
| <b>2. Policy principles</b>                                 |
| <b>3. Legal and guidance framework</b>                      |
| <b>4. Related college documents</b>                         |
| <b>5. Roles and responsibilities</b>                        |
| <b>6. First aid needs assessment</b>                        |
| <b>7. First aid procedures on the college site</b>          |
| <b>8. Consent dignity and communication</b>                 |
| <b>9. Medicines and medical conditions</b>                  |
| <b>10. Specific emergencies</b>                             |
| <b>11. First aid rooms equipment and defibrillators</b>     |
| <b>12. Educational visits sport and off site activities</b> |
| <b>13. Events lettings contractors and visitors</b>         |
| <b>14. Recording notification and reporting</b>             |
| <b>15. Confidentiality and information sharing</b>          |
| <b>16. Training and competence</b>                          |
| <b>17. Infection prevention and staff welfare</b>           |
| <b>18. Complaints</b>                                       |
| <b>19. Monitoring and review</b>                            |
| <b>Appendix A Local first aid arrangements</b>              |
| <b>Appendix B Emergency response checklist</b>              |
| <b>Appendix C First aid provision check</b>                 |
| <b>Appendix D Reference sources</b>                         |

## 1. Policy purpose

This policy explains how St John Plessington Catholic College provides prompt and appropriate first aid during the college day, at college events and on educational visits. It applies to pupils, sixth form students, employees, volunteers, visitors and contractors while they are on college premises or taking part in college activities.

The college will assess its first aid needs, provide suitable equipment and facilities, train enough staff to maintain cover, and keep clear records. First aid supports an injured or unwell person until they recover or professional medical help takes over. It does not replace medical diagnosis or treatment.

## 2. Policy principles

- The preservation of life and prevention of further harm take priority.
- A person who is seriously ill or injured will receive immediate help. Staff must call 999 without waiting for parental permission where emergency treatment may be required.
- Pupils must remain supervised and their location must be known. Except in an emergency, staff must request first aid assistance through the college call out process rather than sending a pupil to First Aid alone.
- First aid arrangements will be inclusive and will take account of disability, special educational needs, medical conditions, and pregnancy and individual healthcare plans.
- Information about a person's health or treatment will be shared only with those who need it for safety, care, and safeguarding, legal or insurance purposes.
- No employee is expected to act beyond their training and competence. In an emergency, any person may call 999 and follow the call handler's instructions.

### 3. Legal and guidance framework

This policy has been prepared with regard to the following legislation and national guidance, as amended from time to time:

- Health and Safety at Work etc. Act 1974.
- Health and Safety First Aid Regulations 1981 and HSE guidance First aid at work L74.
- Department for Education guidance First aid in schools early years and further education.
- Section 100 of the Children and Families Act 2014 and the statutory guidance supporting pupils at school with medical conditions.
- Department for Education statutory guidance Allergy safety in schools 2026.
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- Equality Act 2010, UK General Data Protection Regulation and Data Protection Act 2018.
- Education Act 2002 and current Keeping Children Safe in Education guidance where first aid information indicates a safeguarding concern.

The Health and Safety First Aid Regulations 1981 apply directly to employees. The college's first aid needs assessment also covers pupils, sixth form students and other non-employees, in line with Department for Education and HSE guidance.

### 4. Related college documents

- Health and Safety Policy
- Supporting Pupils with Medical Conditions or Administration of Medicines Policy
- Allergy and Anaphylaxis Policy or arrangements
- Educational Visits Policy and EVOLVE procedures
- Safeguarding and Child Protection Policy
- Accident and Incident Reporting Procedure
- Infection Prevention and Control arrangements
- Emergency and Business Continuity procedures

### 5. Roles and responsibilities

#### Holy Family Catholic Multi Academy Trust and Local Governing Body

The Trust, as employer, retains overall responsibility for health and safety. The Local Governing Body provides local oversight in accordance with the Trust scheme of delegation. It will seek assurance that suitable first aid arrangements, resources, training and monitoring are in place.

#### Head teacher

The Head teacher is responsible for implementing this policy at college level. The Head teacher may delegate operational tasks but remains accountable for ensuring that:

- a current first aid needs assessment informs staffing, training, facilities and equipment;
- enough qualified first aiders are available during the college day and for foreseeable out of hours activities;
- staff know how to summon help and respond to an emergency;
- accidents and treatment are recorded, investigated where appropriate and reported externally when legally required;
- parents and carers receive appropriate information about significant incidents; and
- This policy is reviewed after serious incidents, changes to the site or provision, and changes to law or guidance.

#### First Aid Lead and appointed person

The designated First Aid Lead coordinates day to day provision. The college must record the post holder and deputy in Appendix 1. Their duties include maintaining the first aider register and training dates, checking first aid rooms and equipment, arranging replenishment, reviewing records for trends, supporting risk assessments and escalating concerns to senior leaders.

An appointed person may take charge of first aid arrangements, call emergency services and maintain equipment. An appointed person who is not appropriately trained must not provide treatment beyond their competence.

### Qualified first aiders

- Respond promptly when requested and assess the casualty within the limits of their training.
- Use suitable infection control measures and obtain consent where the casualty is able to give it.
- Call 999 or arrange further medical help when required.
- Complete an accurate first aid or accident record as soon as possible after the event.
- Protect confidentiality and report safeguarding concerns immediately under the Safeguarding and Child Protection Policy.
- Inform the First Aid Lead when equipment has been used, contaminated or damaged.

### All staff

- Know how to request first aid and where emergency equipment is located.
- Remain with and reassure an injured or acutely unwell person until help arrives, unless this would place anyone at further risk.
- Provide clear information about the incident, the person's location, symptoms, known hazards and any immediate action already taken.
- Do not move a casualty where spinal injury or serious trauma is suspected unless there is an immediate danger.
- Do not send pupils directly to First Aid. Use an Arbor call out unless the emergency procedure requires an immediate 999 call and urgent assistance.
- Report hazards, defective equipment and accidents promptly.

### Pupils and sixth form students

Pupils and students should tell a member of staff if they or another person need help, follow staff instructions, avoid interfering with first aid equipment and provide honest information about symptoms or injury. Deliberate misuse of the first aid system may be addressed under the Behaviour Policy, but a genuine health concern must always be assessed appropriately.

### Parents and carers

Parents and carers must give the college accurate, current contact and medical information; provide prescribed medicines and healthcare plans when required; collect their child promptly when asked; and notify the college of changes. Parents are expected to keep unwell children at home when attendance is not appropriate.

## 6. First aid needs assessment

The college will review its first aid needs at least annually and after material change or a serious incident. The assessment will consider:

- the number, age and needs of pupils and staff, including known medical conditions and disabilities;
- the size and layout of the site, split or remote areas, stairs, workshops, laboratories, kitchens, sports facilities and vehicle movements;
- curriculum and extracurricular hazards, including physical education, science, design and technology, practical subjects and events;
- accident history and patterns in first aid call outs;
- staff absence, lunch and break cover, before and after school provision, lettings and lone working;
- educational visits, travel time and access to emergency services; and
- The location and response time of first aiders, first aid rooms, kits, emergency medicines and automated external defibrillators.

The number and qualification level of first aiders will be determined by this assessment. The college will plan cover for foreseeable absences and will not rely on one individual being available.

## 7. First aid procedures on the college site

### Routine request for first aid

1. The member of staff keeps the pupil supervised and makes a first aid call out through Arbor, giving the pupil's name, exact location, symptoms or injury, urgency and any relevant known risk.
2. First Aid staff review the information and decide the appropriate response. This may include attending the pupil, asking for the pupil to be escorted to the First Aid room, giving advice, contacting a parent or carer, or escalating to emergency services.
3. A pupil must not leave a lesson and report directly to First Aid unless First Aid staff have directed this or there is an agreed arrangement in an Individual Healthcare Plan.
4. If the pupil is moved, the receiving and releasing staff must ensure that supervision and the pupil's location are clear. A pupil who is faint, confused, significantly injured, having breathing difficulty or otherwise unsafe to walk must not be sent unaccompanied.
5. The first aider records the assessment, action and outcome before the end of the working day wherever practicable.

### Immediate emergency

For collapse, unconsciousness, absent or abnormal breathing, severe breathing difficulty, suspected anaphylaxis, seizure lasting five minutes or longer or outside the person's usual pattern, severe bleeding, suspected spinal injury, major trauma, poisoning, serious burns, chest pain, signs of stroke, or any other life threatening concern:

6. Call 999 immediately and send a specific person to alert Reception and summon a qualified first aider. Use the college emergency call out route at the same time if safe to do so.
7. State the college name, Old Chester Road, Bebington, Wirral, CH63 7LF, the exact access point and the casualty's condition. Do not end the call until instructed.
8. Give first aid within competence and follow the emergency call handler's instructions. Send someone to collect the AED or emergency medicine where indicated.
9. Reception arranges for a member of staff to meet the ambulance at the agreed entrance, keep the route clear and direct the crew to the casualty.
10. The college contacts the parent or carer as soon as possible. Emergency treatment must not be delayed if they cannot be reached.
11. A suitable member of staff accompanies a pupil to hospital if a parent or carer is not present. The member of staff stays until responsibility is transferred safely, subject to emergency service direction and safeguarding arrangements.

### Triage and return to learning

Classroom staff should establish what has happened and whether the concern appears urgent, without attempting a medical diagnosis. Minor or non-urgent discomfort may be managed initially with reassurance, access to drinking water where appropriate, use of the toilet, a brief seated rest or other reasonable classroom support. A first aid call out must be made if symptoms persist, worsen, recur, involve an injury, or cause concern.

First Aid staff decide whether the pupil may return to learning, needs observation, should be collected, or needs medical assessment. A pupil must not be left alone while awaiting collection if their condition requires supervision. Attendance staff must be informed when a pupil leaves the site, and normal authorised collection procedures apply.

## 8. Consent dignity and communication

Where possible, the first aider will explain what they intend to do and seek the casualty's consent. A person with capacity may refuse treatment. Staff should explain the possible consequences, offer further help and record the refusal. In an emergency involving a child or a person who cannot consent, staff may provide treatment that is reasonably necessary and in the person's best interests while seeking professional help.

Treatment will protect privacy and dignity as far as the circumstances allow. A second adult should be present for intimate or sensitive treatment where practicable, but urgent care must not be delayed. Communication needs, disability, religious observance and the person's preference will be respected where this is compatible with safe care.

## 9. Medicines and medical conditions

First aid and the administration of medicines are related but distinct. Prescribed and non-prescription medicines will be managed under the college's medical conditions and medicines procedures. Staff must not give medicine unless they are authorised, the required consent and instructions are in place, and the administration can be recorded.

- Paracetamol will only be administered under the college's agreed procedure, with recorded consent and the required checks. Under the current local arrangement, routine administration is not offered before 12 noon. Staff must still assess urgent symptoms and must not use this time rule to delay necessary medical help.
- Before giving any medicine, authorised staff must check the correct person, medicine, dose, route, time, expiry date, consent and previous doses. The administration or refusal must be recorded immediately.
- A second trained or authorised member of staff should witness administration where required by the individual plan, medicine risk assessment or college procedure. The absence of a witness must never delay lifesaving emergency medicine.
- Pupils who are competent to carry their own inhaler, adrenaline auto injector or other agreed medicine may do so under their Individual Healthcare Plan. Emergency spare inhalers and adrenaline auto injectors may be used only in accordance with the law, current guidance and the college protocol.
- Individual Healthcare Plans must state foreseeable emergencies, the pupil's usual presentation, medicine arrangements, staff training needs, parental contacts and when to call 999.

## 10. Specific emergencies

### Allergy and anaphylaxis

Any suspected anaphylaxis is a medical emergency. Staff must call 999, use the pupil's adrenaline auto injector or the college's emergency device where legally permitted and authorised, note the time, follow the emergency plan and prepare to give a second dose if directed and available. The person must not stand or walk. Position them in line with their symptoms and current training. All suspected anaphylaxis cases require emergency medical assessment, even if symptoms improve.

### Asthma

A pupil experiencing asthma symptoms should use their reliever inhaler as set out in their healthcare plan. If the inhaler is unavailable, the college's emergency salbutamol inhaler may be used only where consent and legal conditions are met. Call 999 if the person is too breathless to speak, becomes exhausted or blue, loses consciousness, deteriorates, or does not respond as expected.

### Seizure

Protect the person from injury, cushion the head, time the seizure, loosen restrictive clothing and move hazards. Do not restrain them or place anything in their mouth. When the seizure ends, check breathing and use the recovery position if appropriate. Follow the healthcare plan. Call 999 for the person's first known seizure, a seizure lasting five minutes or longer, repeated seizures without recovery, injury, breathing difficulty, pregnancy, diabetes, or any concern outside their usual pattern.

### Head injury

All head injuries must be assessed and recorded. Staff will contact parents or carers in accordance with the assessed risk and provide advice on symptoms that require urgent medical attention. Call 999 for loss of consciousness, worsening drowsiness, repeated vomiting, seizure, weakness, confusion, severe or worsening headache, suspected skull or neck injury, or other red flag symptoms. A pupil with a significant head injury must not return to sport or physical activity that day.

### Diabetes and hypoglycemia

Follow the pupil's Individual Healthcare Plan. If the pupil is conscious and able to swallow, give the agreed fast acting glucose treatment and recheck as trained. If the person is unconscious, fitting, unable to swallow safely or not recovering, do not give food or drink by mouth. Call 999, give prescribed emergency treatment if trained and authorised, and place the person in the recovery position if breathing normally.

## **Bleeding burns and bodily fluids**

Use disposable gloves and direct pressure for bleeding. Call 999 for severe or uncontrolled bleeding. Cool thermal burns with cool running water for at least 20 minutes as soon as possible, remove jewellery or clothing not stuck to the skin, and cover loosely with a sterile non-fluffy dressing or clean film as trained. Do not use ice, creams or adhesive dressings. Blood and bodily fluid spills must be isolated and cleaned using the college's infection control procedure and appropriate protective equipment.

## **11. First aid rooms equipment and defibrillators**

The college will maintain a suitable First Aid room or rooms with washable surfaces, handwashing access where practicable, safe storage, appropriate seating or couch, communication facilities and access for emergency services. First aid room use must not compromise safeguarding, dignity or infection control.

First aid kits will be clearly identified and placed according to the needs assessment. Travelling kits will be available for educational visits, sports and other activities. Kits must not contain medicines. The First Aid Lead will arrange recorded checks at least termly and more frequently for high use locations. Used or expired items must be replaced promptly.

Automated external defibrillators will be clearly signed, accessible during occupied hours and checked in line with the manufacturer's instructions. Staff may use an AED in an emergency by following their training, the device prompts and the 999 call handler's instructions. Appendix 1 records all confirmed locations.

## **12. Educational visits sport and off site activities**

The visit leader and Educational Visits Coordinator must consider first aid within the visit risk assessment and EVOLVE approval process. Provision will reflect the group, activities, destination, and journey, remoteness, known medical needs and access to emergency services. Every visit must have an appropriately stocked kit, emergency contacts, relevant healthcare information and a clear means of communication.

The required qualification and number of first aiders will be determined by the risk assessment and provider requirements. Higher risk or remote activities may require additional specialist competence. Medicines must remain accessible and be managed in line with the pupil's plan. An incident off site must be reported to the college as soon as it is safe and recorded under the same reporting arrangements as an on-site incident.

## **13. Events lettings contractors and visitors**

The college will identify who provides first aid for events and lettings and record this in the relevant agreement or event plan. External hirers remain responsible for their employees and activities unless the written agreement states otherwise. College staff will call emergency services where necessary and provide reasonable assistance without acting beyond their competence.

## **14. Recording notification and reporting**

Every occasion on which first aid is assessed or given must be recorded in the approved college system. The record should be completed by the person who assessed or treated the casualty and include:

- the casualty's name and status, date, time and exact location;
- what happened and any relevant witness information;
- observable injury or symptoms, without unsupported diagnosis;
- treatment, medicine or equipment used and by whom;
- advice, monitoring, refusal of treatment and the outcome;
- the time and method of parental contact, collection or transfer to medical care; and
- The name and signature or secure electronic identity of the recorder.

Parents or carers will be informed promptly about significant injury, emergency medicine, head injury, suspected fracture, hospital transfer, or where further observation or medical advice is recommended. Minor treatment may be notified through the college's usual communication method. Where a pupil makes a disclosure, has an unexplained or concerning injury, or the account raises a safeguarding concern, staff must contact the Designated Safeguarding Lead without delay and preserve the first aid record as factual evidence.

The Head teacher or delegated leader will decide whether an event is reportable under RIDDOR and whether the Trust, insurer, local authority, enforcing authority or another body must be notified. Records will be retained in accordance with the college and Trust retention schedule, data protection law, insurance requirements and any active claim or investigation.

## 15. Confidentiality and information sharing

Medical and first aid records are confidential personal data and may include special category data. The college will restrict access, use secure systems, share the minimum necessary information and retain records for the required period. Relevant information may be shared with emergency services, healthcare professionals, parents or carers, safeguarding agencies, the Trust, insurers or regulators where there is a lawful basis or a vital interest.

## 16. Training and competence

The First Aid Lead will maintain a register of training, qualification type, provider, issue date and expiry date. Refresher and requalification training will be arranged before certificates expire. The college will also provide role-specific training for known medical needs, emergency medicines and equipment where required. Staff must tell their manager if they do not feel competent or if a health condition may affect their ability to perform first aid safely.

## 17. Infection prevention and staff welfare

- First aiders will use hand hygiene and suitable personal protective equipment and will treat all blood and bodily fluids as potentially infectious.
- Sharps must not be handled unless staff are trained and the correct equipment and procedure are available.
- Needle stick, splash or exposure incidents must receive immediate first aid and urgent occupational health or medical advice, and must be reported without delay.
- Contaminated waste and laundry will be contained and disposed of safely.
- Following a distressing or serious incident, the college will offer an appropriate debrief and staff welfare support without compromising confidentiality.

## 18. Complaints

Concerns should normally be raised promptly with the First Aid Lead or Head teacher so that the college can review the facts and respond. Formal complaints will be managed under the college or Trust Complaints Policy. A complaint does not replace an immediate safeguarding referral, emergency response or statutory incident report.

## 19. Monitoring and review

The Head teacher or delegated senior leader will review accident and first aid information at least termly to identify recurring locations, activities, times, symptoms, equipment issues and training needs. Personal data will be minimized in management reports. Actions will be assigned, monitored and reported through the college's health and safety governance arrangements.

This policy will be reviewed annually and sooner following a serious incident, material change to the site or curriculum, audit finding, updated risk assessment, or change in legislation or national guidance.

## Appendix A Local first aid arrangements

The college must complete and approve this page before the policy takes effect. It should be updated whenever local arrangements change and displayed or shared with staff in an accessible format.

| Item                                            | Confirmed local arrangement                                                 |
|-------------------------------------------------|-----------------------------------------------------------------------------|
| First Aid Lead                                  | Rebecca Perry – First Aid Lead                                              |
| Deputy or appointed person                      | Stephanie Smith – Strategic Services Lead                                   |
| Main First Aid room                             | Canteen                                                                     |
| Additional treatment or welfare spaces          | Romero                                                                      |
| AED locations                                   | Sports Hall, Main Reception, Geography Build, Outside 1 <sup>st</sup> Aid   |
| Emergency ambulance entrance                    | Depending on Location either Main Entrance or Canteen Entrance or Main Gate |
| First aid call out method                       | Arbor call out with emergency escalation to Reception and 999               |
| Emergency contact method                        | First Aid Phone                                                             |
| First aid kits                                  | First Aid Room                                                              |
| Emergency inhaler and adrenaline auto injectors | First Aid Room – Rebecca Perry, Nick Dooley                                 |
| Accident recording system                       | Accident Form and Accident Book – Submitted to SSM                          |
| Out of hours cover                              | Caretakers                                                                  |

### Current trained staff register

The operational register may be maintained separately so that personnel changes do not require the full policy to be reapproved. A current copy must be accessible to Reception, the First Aid Lead and senior leaders.

| Name          | Role or area   | Qualification | Expiry     | Usual availability |
|---------------|----------------|---------------|------------|--------------------|
| Rebecca Perry | First aid lead | First aid     | 18/07/2029 | 8.30 - 4.00        |
|               |                |               |            |                    |
|               |                |               |            |                    |
|               |                |               |            |                    |
|               |                |               |            |                    |

## Appendix B Emergency response checklist

12. Check for danger and make the area safe without placing yourself at risk.
13. Check the casualty's response and breathing. Call 999 immediately for any life threatening concern.
14. Send a named person to summon a first aider, alert Reception, collect the AED or emergency medicine, and meet the ambulance as required.
15. Give first aid within your competence and follow 999 instructions. Do not leave the casualty alone unless you must do so to obtain urgent help.
16. Protect privacy, keep bystanders away and preserve evidence where the incident may involve safeguarding or serious injury.
17. Contact the parent or carer. Do not delay emergency treatment while trying to obtain consent.
18. Arrange safe supervision and, where required, an appropriate adult to accompany a pupil to hospital.
19. Record the incident and treatment as soon as possible, report safeguarding concerns, and notify the Head teacher or delegated leader.
20. Quarantine defective equipment, replenish used supplies and take part in the incident debrief or investigation when requested.

### Information for a 999 call

| Information    | Details                                                                      |
|----------------|------------------------------------------------------------------------------|
| College        | St John Plessington Catholic College                                         |
| Address        | Old Chester Road, Bebington, Wirral, CH63 7LF                                |
| Telephone      | 0151 645 5049                                                                |
| Exact location | Building, floor, room, playground or pitch and nearest safe entrance         |
| Casualty       | Age, sex if relevant, consciousness, breathing and main symptoms or injuries |
| Hazards        | Any continuing risk, restricted access or special equipment needed           |
| Caller         | Your name and callback number; remain on the line until told to end the call |

## Appendix C First aid provision check

The First Aid Lead may use this checklist each term and after significant use or change. Any defect affecting safe provision must be escalated immediately.

| Check                                                                     | Yes no | Action owner and deadline |
|---------------------------------------------------------------------------|--------|---------------------------|
| First aider numbers and qualifications match the current needs assessment | yes    |                           |
| Cover is available for breaks absence events and out of hours activities  | yes    |                           |
| First Aid rooms are clean accessible signed and appropriately equipped    | yes    |                           |
| Kits are sealed or orderly in date and stocked to the agreed list         | yes    |                           |
| AED status indicators pads batteries signage and access are satisfactory  | yes    |                           |
| Emergency medicines are in date accessible and securely stored            | yes    |                           |
| Healthcare plans and emergency contacts are current and accessible        | yes    |                           |
| Arbor call outs and emergency communication routes are working            | yes    |                           |
| Ambulance access routes are known clear and reflected in event plans      | yes    |                           |
| Accident records are complete and trends have been reviewed               | yes    |                           |
| Required RIDDOR Trust insurer and safeguarding reports are complete       | yes    |                           |
| Actions from incidents audits and risk assessments have been closed       | yes    |                           |

## Appendix D Reference sources

The online versions should be checked when this policy is reviewed because legislation and guidance may change.

- Department for Education. First aid in schools early years and further education.  
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Health and Safety Executive. First aid at work and the Health and Safety First Aid Regulations 1981.  
<https://www.hse.gov.uk/firstaid/>
- Department for Education. Supporting pupils at school with medical conditions.  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Department for Education. Allergy safety in schools statutory guidance.  
<https://www.gov.uk/government/publications/allergy-safety-in-schools>
- Health and Safety Executive. RIDDOR reporting guidance. <https://www.hse.gov.uk/riddor/>