



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



First Aid Policy

Reviewed:
March 2026

To be reviewed:
March 2028



We **Pray**
We **Care**
We **Achieve**

MISSION

Statement



St. Matthew's
Roman Catholic High School

All policies and procedures are underpinned by our School Mission Statement:



WE PRAY

As a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.



WE CARE

For everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.



WE ACHIEVE

The best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.



We **Pray** · We **Care** · We **Achieve**

Policy

All policies and procedures are underpinned by our School Mission Statement;

- We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.
- We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.
- We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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1. Aims

The aims of our first aid policy 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

- [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Alison Cooley and Olivia Pattison. 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 as, 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 persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The governing board

The governing board has ultimate responsibility 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 policy, 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
- 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
- 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 persons are in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- 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 emergency services are called, a member of the Head of Year team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form 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
- A portable first aid kit including, at minimum:
 - 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
 - Parents' contact details

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 Trip Leader and reviewed by Deputy Headteacher / Business Operations Manager prior to any educational visit that necessitates taking pupils off school premises

5. First aid equipment

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

- 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 first aid / medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by a member of the Admin Team.
- Records held in the first aid and accident book 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 Business Operations Manager 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 Business Operations Manager 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 Business Operations 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 where 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>

6.3 Notifying parents

The First aider / Head of year team will inform if emergency services are called.

7. Training

All school staff are able to undertake first aid training if they would like to.

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 (see appendix 3).

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 policy will be reviewed by the Business Operations Manager annually.

At every review, the policy will be approved by the headteacher / full governing board.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of appointed persons for first aid and trained first aiders

| Staff member's name | Role |
|---------------------|-------------------------------|
| Alison Cooley | Admin assistant |
| Cassie Rayson | English Teacher |
| Dale Latham | DSL |
| Deborah Ross | Finance assistant |
| James Johnston | Head of Year |
| Julie Stuart | Admin assistant |
| Kayleigh Bunn | Head of Year |
| Kirby Smith | LSA |
| Laura Rolt | Director of Year / PE Teacher |
| Martin Devine | Director of Exclusion |
| Mary Hill | PE Teacher |
| Michelle King | Head of Year |
| Michelle King | Admin Assistant |
| Olivia Pattinson | PE Teacher |
| Reece Skelton | |

Appendix 2: accident report form

| 1. Injured Person | | | | | |
|---|--|----------------------------------|--|--------------------------------|--|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Student/pupil | <input type="checkbox"/> Visitor | <input type="checkbox"/> Contractor | <input type="checkbox"/> Other | Ref No: |
| Forename: _____ | | Surname: _____ | | | |
| Address: _____ | | Age: _____ | | | |
| Postcode: _____ | | Telephone No: _____ | | Occupation: _____ | |
| 2. Accident/Incident Details | | | | | |
| <input type="checkbox"/> Accident <input type="checkbox"/> Incident (e.g. violence/aggression) <input type="checkbox"/> Near Miss | | | | | |
| Location of the accident: | | | | Date & time: | |
| Description of accident/incident (<i>continue on separate sheet if needed</i>): | | | | | |
| If the injured person is an employee, were they engaged in work at the time of the accident/incident? | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What was being done at the time of the incident: | | | | | |
| Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, but excluding the date of the accident, as a result of the accident/incident? | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, date absent from: _____ to: _____ or Still Absent? | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Injury Details | | | | | |
| Nature of the injury (<i>e.g. fracture, sprain, cut, include part of the body injured</i>): | | | | | |
| First aid given by (<i>inc job title</i>): | | | | | |
| First aid treatment given (<i>i.e. compress, plaster</i>): | | | | | |
| Was the injured person taken to hospital from the scene: | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes how long for in days? | | |
| 4. Witnesses | | | | | |
| Name _____ | | Name _____ | | | |
| Address _____ | | Address _____ | | | |
| Contact Number _____ | | Contact Number _____ | | | |
| Are witness statements attached? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 5. Report Details | | | | | |
| Accident reported to (<i>i.e. Manager, supervisor, 1st Aider (inc name)</i>): | | | | | |
| Reported on (<i>date</i>): _____ | | | Time: _____ | | |
| Signed by injured person (if employee): | | | | | |

| | | | |
|--------------------------|------------------------------|-----------------------------|------|
| Parent guardian informed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date |
| Details: | | | |
| Other – please specify | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date |

6. Accident Investigation (to be completed by manager/department head/responsible person)

Carried out by:

Position/occupation:

Contact No:

How did the accident/incident happen?

What has been done to prevent reoccurrence?

Do general risk assessments require updating? Yes No

If Yes, what additional risk control measures are needed / recommended?

Is additional information, instruction and training required? Yes No

If Yes, detail what action has been taken:

Signed: _____ Date: Click or tap to enter a date.

7. For Internal use only

Reported to the HSE: Yes No Ref Number: _____

Reported by: _____ Date: Click or tap to enter a date.

Signed: _____ Date: Click or tap to enter a date.

Appendix 3: first aid training log

| <u>Employee Name</u> | <u>Training Provider</u> | <u>Name of Course</u> | <u>Dates Valid to and from</u> |
|----------------------|--------------------------|-------------------------------------|--------------------------------|
| Cassie Rayson | British Red Cross | Emergency First Aid At Work | 30/11/2023 to 29/11/2026 |
| Julie Stuart | First Aid For all | Emergency First Aid at Work | 19/09/23 to 19/09/26 |
| Kim Eckersall | | | |
| Laura Rolt | First Aid For all | Emergency First Aid at Work | 30/06/2023 to 29/06/2026 |
| Mary Hill | First Aid For all | Emergency First Aid at Work | 07/07/2023 to 06/07/2026 |
| Reece Skelton | First Aid For all | Emergency First Aid at Work | 30/06/2023 to 29/06/2026 |
| Marin Devine | Highfield | Emergency First Aid at Work Level 3 | 21/09/2021 to 21/09/24 |
| Dale Latham | Highfield | Emergency First Aid at Work Level 3 | 21/09/2021 to 21/09/24 |
| Kirby Smith | Highfield | Emergency First Aid at Work Level 3 | 21/09/2021 to 21/09/24 |
| Olivia Pattinson | First Aid For All | First Aid at Work | 07/12/2022 to 07/12/2025 |
| Alison Cooley | First Aid For All | First Aid at Work | 07/12/2022 to 07/12/2025 |
| James Johnston | Pass Point | Schools First Aid | 16/12/2022 to 15/12/2024 |
| Kayleigh Bunn | Pass Point | Schools First Aid | 16/12/2022 to 15/12/2024 |
| Deborah Ross | Pass Point | Schools First Aid | 16/12/2022 to 15/12/2024 |
| Michelle King | Pass Point | Schools First Aid | 16/12/2022 to 15/12/2024 |



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DIocese of  SALFORD

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