



Saint Michael Catholic Primary School & Nursery

First Aid & Welfare Policy

Mission Statement:

Excellence • Enrichment • Enjoyment

**Updated: July 2026
Date for review: July 2027**

Monitoring this policy

This policy is monitored and its effectiveness evaluated by the Headteacher, SLT, Welfare Assistant; Staff and Governors once a year. This policy will be reviewed and any parts that need revision will be re written when the need arises.

Policy for Welfare

Aim

The aim of St. Michael Catholic Primary School & Nursery is to create an awareness of precautions and measures regarding welfare that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

St. Michael Catholic Primary School & Nursery cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

At St. Michael Catholic Primary School & Nursery children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks of fruit are allowed.

Clothing and Accessories

For any physical activity, children wear their P.E. uniform. They should not wear shoes or plimsolls for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear plimsolls or trainers for outside activities.

Children are not permitted to wear any form of jewellery for safety reasons. Boys are permitted to wear a plain stud, girls may wear small, plain metal studs. Bangles and wristbands are not permitted unless for religious or medical reasons. All jewellery must be removed by the child for PE lessons.

First Aid & Recording and Reporting Accidents

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff and are recorded in the injury log. The injury log is kept in our fully equipped medical room.

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

- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child.
- If the accident is more serious, the school ensures the child receives medical attention as quickly as possible, the Head Teacher or SLT should be informed immediately and an ambulance is called if necessary. Parents are informed as soon as possible. Details of the accident are recorded on the accident record and, if the child requires professional medical treatment, details are reported via OSHENS.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

If a child has bumped their head, but is well enough to remain at school, they will be given a sticker to inform the parents and staff. Parents are advised to closely monitor their children for the next 24 hours.

Vomiting, Temperatures and Diarrhoea

When a child has vomited or has had diarrhoea they must not return to school until forty-eight hours after the last episode.

If a child has a high temperature, they should not attend school.

Policy on the Administration of Medicines during School Hours

Please read in conjunction with the Supporting Pupils with Medical Conditions Policy.

The school will not normally administer medicines for non-prescribed casual ailments (coughs, colds etc.). Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

In the case of antibiotics being required, the medication should be brought into school in the original dispensed container that states the child's name, the name of the medicine and the dosage. A school medication form must be completed before medication can be given by school staff. Medicines are kept in a secure place by staff, in accordance with safety practices.

Specific or Serious Medical needs

A Medical Folder is kept in the Admin Office detailing any medical needs and allergies. A copy of the medical conditions for their current year is given to the class teachers. Staff will be aware of any procedures relating to the child's medical need, e.g. extra need for using the toilet.

Children with specific or serious medical needs (such as diabetes) are identified and details are kept in the class room and displayed in the staff room. An Individual Healthcare Plan (IHP) is completed with the parents, Welfare Officer and the child's medical nurse (where appropriate). Until full training is given, parents will need to administer medication for specific or serious medical needs.

When children with specific/serious medical needs attend school trips, their allocated staff member or child's parent will attend. They will not be excluded from any school trip.

Allergies

An Individual Healthcare Plan will be completed for children with severe allergies including those that may suffer anaphylaxis. If a child requires an auto-injector pen, it is the parent's responsibility to provide a minimum of one to the school and ensure that these are replaced before they expire.

A Special Diet Request form must be completed by parents to inform the school and the catering company (who have a separate procedure when registering for school meals) about any food allergies. Any information on food allergies will be shared with staff. Parents are responsible for supplying the school staff and caterers with required information about their child's allergy and updating the school of any changes to their child's allergies.

We will work closely with parents to enable children with food allergies to feel integrated not isolated.

Nut allergies

Our catering is run by Cucina, who do not use nuts as an ingredient in any of their food. We also request that nuts are not included in packed lunches. Whilst we will do all we can to minimise the risk, we do not claim to be a 'nut free' school. A complete nut free school is an artificial environment that would not be the same as the 'real world'. We believe that a 'whole school awareness of allergies' is a much better approach, as it will make teachers, pupils and all other staff aware of what an allergy is, the importance of avoiding the child's triggers, the signs & symptoms, how to deal with allergic reactions and facilitate 'duty of care' procedures to minimise risk.

Individual Healthcare Plans

When creating an IHP:

- Parents/healthcare professionals will inform the school that the child has a medical condition.
- The school Welfare Officer will arrange a meeting to discuss the medical needs of the child.
- The school will identify the staff member/s that will support the child. The IHP will be completed during the meeting. The meeting will include the child, parent, key school staff and medical professional, e.g. Nurse.
- School staff training needs will be identified and training arranged.
- The IHP will be agreed and all relevant staff will be informed.

The IHP will be reviewed annually or when there is a change in the child's medical needs. Parents must keep the school informed of any change to the child's condition or treatment.

Training of staff

All staff in the school deal with minor incidents requiring first aid. Teachers and support staff will receive regular and on-going training as part of their development. All training must be kept up to date.

External training will be given in:

- First Aid – relevant staff's first aid qualification is to be updated every 3 years.
- Paediatric First Aid trained staff to be updated every 3 years.
- Anaphylaxis and using an auto-injector pen (e.g. EpiPen) every year. Other regular training and support is given to those who administer medicines for children with specific/serious medical needs.