



First Aid Policy

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Written by	Abigail Oliver Headteacher
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First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and preserve life until medical assistance can be obtained. To comply with the HCC policy Headteachers shall ensure that:

- A sufficient number of first aid personnel are appointed for their work teams or location, the actual number to be decided on the risk assessment
- Suitable first aid provision is made for staff who drive, work peripatetically, work away from buildings or work from home
- Sufficient first aid kits are available
- All first aid activities carried out are recorded
- All first aid kits are 'in date' and appropriate
- All qualified first aid personnel undertake initial training in first aid and are encouraged to take regular refresher training thereafter
- A list of all first aid personnel and their locations is prominently displayed.

To comply with the HCC policy, first aid personnel shall:

- Maintain the first aid kits and equipment in their charge, including replacing any out of date items
- Administer first aid as they were trained and within their competency
- Make responding to first aid requests at work their first priority
- Take a first aid kit with them when evacuating during a fire or other emergency, as long as it is safe to do so.

First aid does not cover the administration of medication – please see Supporting Pupils with Medical Conditions and Administration of Prescription and Non-Prescription Medicines Policy.

Policy Statement

Woodlea Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Woodlea Primary School is held by the headteacher, Abigail Oliver, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises. It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision. The Children's Services First Aid Needs Assessment Form (Appendix 4) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At **Woodlea Primary School** there are 2 appointed persons who are as follows:

- Abigail Oliver, Headteacher
- Sarah Stanbridge, Admin Officer

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements, including looking after equipment and calling emergency services.

Note: Appointed Persons are **not necessarily** First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

First Aid Trained Staff

- Sarah Stanbridge (Senior Admin Officer)

Paediatric First Aid Trained Staff

At **Woodlea Primary School** the following staff are paediatric first aid trained:

- Lucy Ventham – EYFS teacher
- Clare Poore – EYFS TA
- Emma Duffield - HLTA
- Debbie Knowles – TA and Breakfast Club
- Carol Puttock – ELSA and Breakfast Club
- Abi Sayers - TA
- Hannah Nash – TA and After School Care
- Abi Kleeman – TA
- Julie Cook – TA and Forest School Teacher
- Laura Burns – TA
- Sarah Wills – TA
- Alice Graham – Lunchtime Supervisor and After School Club
- Natalie Tanner – Lunchtime Supervisor

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; and/or
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children Qualified First Aiders

First Aid provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- A basic first aid backpack kit in each classroom and the drama room
- A first aid kit for lunchtimes, which is stored in the Medical Room at other times
- First aid supplies in the medical room
- We have no travel kits for vehicles. Classroom first aid backpacks are to be taken on trips.
- The office staff will check the contents of **all** first aid kits and the Medical Room stock every half term.

The medical room is situated by the school office.

Emergency arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury to any part of the body
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture, or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

The first aider/appointed person will phone parents/carers/other emergency contacts on the following occasions:

- When an ambulance has been called
- When any emergency medicine, such as an asthma inhaler, EpiPen administration or diabetes related intervention has been administered
- Injuries affecting the head, face, ears, eyes
- Injuries that require care from a medical professional
- Foreign objects in the skin or eyes, including splinters
- When a child is/feels sick or has diarrhoea

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required). In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hour and trips

The first-aid arrangements for all school managed and organised after school activities (parents' evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision, the school will carry out a needs assessment for that activity.

The first-aid arrangements for school organised trips/visit are included in the visit risk assessment. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are to be recorded in the First Aid Book with the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

All first aid records must be copied before filing, and the copy given to parents.

There is a separate document for parents/carers in the event of an injury to the head/face/ears, which also provides NHS next steps guidance.