

FIRST AID POLICY

This policy runs alongside the Administering Medicine Policy

Name of Unit/Premises/Centre/School	Park View Primary School
Date of Policy Issue	March 2026
Name of Responsible Manager/Headteacher	Mrs Danielle Owens
Signature of Responsible Manager/Headteacher	

Introduction

Policy Statement

Park View 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 Park View Primary School is held by Mrs Danielle Owens (Headteacher) who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

In addition

Park View Primary School will provide first aid arrangements for any person visiting or working on the premises, in addition to our own employees. (Hampshire County Council 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 (CSAF-002) 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 Park View Primary School there are 6 appointed persons who are as follows:

- Mrs H Dawes
- Mrs K Harrington
- Mrs D Owens
- Mrs L Pike
- Mrs C Sherwood
- Mrs J Skipp

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 required to be 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.

School First Aid Trained Staff

A record of staff with first aid or medical training is kept, with who the trainer was and the expiry date.

First Aid Provision

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

KS1 Side

- Nursery – one first aid box in each class
- YR – first aid backpack shared by both classes
- Y1 & Y2 – first aid pouches for the classroom. These are also taken onto the playground during breaktimes.
- Sports Coach – first aid bag

KS2 Side

- 1 first aid box in the evacuation trolley, located in the Medical Room
- 1 trips/events first aid backpack in the Medical Room
- Medical supplies in the Medical Room drawers
- First aid kit pouches in every classroom

It is the responsibility of the Business Manager to check the contents of all first aid boxes and backpacks every three months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the office. Classroom first aid pouches are checked termly by the class LSA. The Sports Coach is responsible for checking the contents of the first aid bag and this is overseen by the Business Manager.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Medical Room is designated as the first aid area for treatment, sickness and the administering of first aid. The first aid area will have the following facilities:

- First aid box
- Chair
- Access to telephone
- Running water

Cleaning materials are located in the staffroom

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 or seek medical advice (111) on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- 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
- In the event of a severe asthma attack
- Whenever an Epi-Pen/Adrenaline Pen has been used or Epilepsy medication

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment for an injury to the head
- requires attendance at hospital

In the event of an injury to the head, our procedure is to inform the parents by email via 'Medical Tracker'. In the event of an injury that is considered to be serious or requiring attendance at the hospital it is our policy to contact the parents by telephone.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. 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.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

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

Significant incidents that do not involve emergency treatment will also be reported to parents by means of an email via 'Medical Tracker' (e.g. head bump form) or phone call.

Off site

A first aid box must accompany all school trips. A minimum of two adults must accompany every group of children leaving the premises.

In situations of accidents outside the school premises, the decision to call for emergency support lies with the teacher in charge of the group. A mobile telephone must be carried for this purpose. As soon as practically possible, the Headteacher or delegate must be contacted to be advised of the situation and to take the necessary steps of informing parents or carers and any other actions deemed necessary.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM
For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at: http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm

Reviewed: March 2026

To be reviewed at Resources Committee: March 2027