

## NO. D80 – Policy for First Aid



Date of Update	Reason for Update	Next Update
Spring 2024	Annual Update – staff changes	Spring 2025
Spring 2026	Annual Update – staff changes, updated checklist, added in checks and where records kept	Spring 2027

<b>Name of Unit/Premises/Centre/School</b>	Owslebury Primary School
<b>Date of Policy Issue/Review</b>	Spring 2026
<b>Name of Responsible Manager/Headteacher</b>	Mrs Lucy Chaplen

### Introduction

### Policy Statement

Owslebury 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 Owslebury Primary School is held by Mrs Lucy Chaplen (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.

### 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.

### **First Aid Cover During the School Day**

The school will ensure that at least one trained first aider is available on site at all times during the school day, including during break times, lunchtime periods and before or after school activities where pupils are present.

### **Appointed Persons**

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

- Mrs Lucy Chaplen (headteacher)
- Miss Emma Holdway (senior admin assistant)

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 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**

At Owslebury Primary School there are 4 school first aid trained staff who are as follows:

- Ms C Weston (Early Years Teaching Assistant) - paediatric
- Mrs Poppy Palmer (Learning Support Assistant) - paediatric
- Miss Emma Holdway
- Mrs Lucy Chaplen

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

### **Paediatric Emergency First Aiders** *(Those completing the HSE approved 1-day emergency first aid course)*

At Owslebury Primary School there are currently five emergency first aiders.

- Mrs L Chaplen, Mrs L Cope, Mrs B Crew, Miss K Neill, Mrs Cara Aylward

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

### **Qualified First Aiders** *(Those completing the HSE approved 3-day first aid course)*

At Owslebury Primary School there are two qualified first aiders as follows:

- Mrs Lucy Chaplen
- Miss Emma Holdway

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

### **Paediatric First Aid Trained Staff**

At Owslebury Primary School there are two paediatric first aid trained staff as follows:

- Ms Claire Weston (Early Years)
- Mrs Poppy Palmer (LSA)

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

### **Administration of Medicines**

We also have two staff trained to administer medicines

Mrs Katy Neill and Miss Emma Holdway

## **First Aid Provision**

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

- 3 first aid kits on the premises
  - These first aid kits will be situated in the main office area and in the staff room.
  - First aid kit for outside – kept in hall
- 2 travel first aid kits to be taken on trips
  - These travel first aid kits will be stored in the office for when needed.
- There is now a defibrillator mounted in the school office. The defibrillator is checked regularly by the Admin Officer to ensure it remains operational and within expiry dates.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Medical & First file in the office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. The office/reception area is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities: chairs, a first aid kit, access to toilet and running water facilities, and a medical waste bin.

## **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

- 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 children with IHC Plans assessed as needing emergency treatment

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
- requires attendance at hospital

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 make contact with 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.

#### Head Injuries

Any child who sustains a head injury will be assessed by a trained first aider. Parents/carers will be informed of all head injuries. Where appropriate, a head injury notification message and first aid slip will be sent home with the child to advise parents/carers to monitor for symptoms such as dizziness, vomiting, headache or unusual behaviour and to seek medical advice if concerns arise.

### **Out of Hours 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.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Admin Officer who will ensure that these arrangements are recorded in the lettings/hire agreement.

First-aid arrangements for school organised trips/visit are included in the individual risk assessment which is completed for each trip. 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 with (at least) 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

Accident records are kept in the school accident book located in the school office.

Some more serious incidents / or when a child is taken directly to hospital for treatment, will require the completion of the online accident/incident reporting form.

## Legislation

The school complies with:

- **Health and Safety (First Aid) Regulations 1981**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- **EYFS Statutory Framework**
- **DfE guidance: Supporting pupils with medical conditions**

## Appendix 4

### CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

#### First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
Location of First Aid Kit/Box		Office area		
		KS1 cupboard/ playground		
		Kitchen/Staff room		
Vehicle & Registration No. <i>(if applicable)</i>		Not applicable		
Identity No. of First Aid Kit/Box <i>(if applicable)</i>		Not Applicable		
Date of Initial First Aid Kit/Box Check		September 2018, Update check July 2019, October 2019, January 2020, September 2020 January 2021, April 2022 September 2022, January 2023 July 2023 September 2023, November 2023 <b>January 2024 March 2026</b>		
Name of Assessing First Aider		Jo Saxby		
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1	1	1
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20	20	10
3	Sterile eye pads	2	2	2
4	Individually wrapped triangular bandages (preferably sterile)	4	4	3
5	Safety pins	6	6	6
6	Medium individually wrapped sterile unmedicated wound dressings	6	6	6
7	Large individually wrapped sterile unmedicated wound dressings	2	6	2
8	Pair of disposable gloves	1	1 box	4+boxes
		Minimum	Required	Actual

No.	Travel First Aid Kit	Required	Quantity	Quantity
1	Guidance card	1	1	1
2	Individually wrapped sterile adhesive dressings	6	6	6
3	Individually wrapped triangular bandages	2	2	2
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1	1	1
5	Safety pins	2	4	4
6	Individually wrapped moist cleansing wipes (alcohol free)	2	2	10+
7	Pair of disposable gloves	1	2	2

### Additional Checks

1	Are all items of first aid within expiry date?	YES	
2	Are all items of first aid in good, undamaged condition?	YES	
3	Is the first aid kit/box in good condition & undamaged?	YES	
4	Is the location of the first aid kit/box clean and accessible?	YES	
5	Is the first aid location sign present & in good condition?	YES	
6	Is the list/sign of trained first aiders present & up-to-date?	YES	

### Summary of Actions

FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED	YES	
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Actions required if 'NO'

Name of Assessor	Emma Holdway	Signature of Assessor	<i>E. Holdway</i>	Assessed Date	March 2026
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### Follow-up Actions

REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED	YES	NO
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Name	Emma Holdway	Signature	<i>E. Holdway</i>	Date	March 2026
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Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance  
**Required Quantity** – Your own contents requirements based upon your selected size of first aid kit  
**Quantities are to be locally inserted before the form is issued or used**  
**Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit