FIRST AID POLICY

Name of Unit/Premises/Centre/School	All Saints C of E Primary School
Date of Policy Issue/Review	Reviewed: September 2026 To Review: September 2027
Name of Responsible Manager/Headteacher	Jane Hall

Policy Statement

All Saints C of E 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 All Saints C of E Primary School is held by Jane Hall 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 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 All Saints C of E Primary School there are two appointed persons who are as follows:

- Lally Hodan
- Donna Naylor

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 (including first aid at work)

At All Saints C of E Primary School there are twelve school first aid trained staff who are trained in both first aid for children and adults.

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

At All Saints C of E Primary School there is one emergency first aider who is as follows:

Lally Hodan
Donna Naylor

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 (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At All Saints C of E Primary School there are four paediatric first aid trained staff who are as follows:

- Lucy Webb
- Rachel Pearce
- Donna Naylor
- Alice Woodcock
- Kate McCay

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, including when these children are eating.

First Aid Provision	

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

Six:

- Staffroom, School Hall, School Kitchen, Music Room, KS1 area, Medical room

Two

- Medical Room for use when travelling and in the event of an evacuation

Seven Small First Aid Kits

- These are used by individual Classes and taken out at break and lunchtimes

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 first aid boxes.

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 room for treatment, sickness and the administering of first aid. The medical room will have the following facilities:

Chairs, first aid kit, sink, lockable medical fridge, medical waste bin, Storage cupboard for spare AAIs (not locked) and emergency medication cupboard (locked)

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 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.

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 risk assessment for that trip/visit/event. 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 (eg. bump on head etc)
- Treatment provided and action taken

Defibrillator
We have a defibrillator on site in a portable bag. This is stored on a hook in the Medical Room and is easily accessible to all. Video training has been provided to staff on its use.

Senior Mental Health Lead

Schools and colleges are encouraged to identify a senior mental health lead – at All Saints CE Primary this is Jane Hall, Headteacher. This role includes having strategic oversight of the whole school or college approach to mental health and wellbeing.