



First Aid Policy 2025-2027

APPROVED AND ADOPTED

Policy Author: School Business Manager

Approved by: Full Governing Body

Approved on: Autumn 2025

Date of issue: May 2024

Review Date: Autumn 2027

Hatch Warren Junior School First Aid Policy

Policy Statement

Hatch Warren Junior 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. This policy will be reviewed every two years.

Responsibility for first aid at Hatch Warren Junior School is held by Head Teacher 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 every 3 years 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 aiders 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 head teacher will ensure that appropriate numbers of qualified first aiders, appointed persons are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Qualified First Aid Staff

Our needs assessment (Appendix B) indicates 9 fully trained first aiders are needed in the school and the school has 20 trained staff at the time of the writing of this Policy.

Appointed Persons

Where the first aid needs assessment identifies that 3 day qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

At Hatch Warren Junior School there are 2 appointed people who are as follows:

Jodi Charteris in the event of her absence Eve Rynott will take the Lead.

20 members of staff have training but for the purposes of this policy decisions about serious injuries should be referred to the person above.

On all trips there should be at least one person with first aid training per class.

During all club activities there should be at least one trained first aider on the premises. There will always be a member of staff on duty in the school office until 5pm Monday – Thursday.

School office staff will be responsible for checking the contents of First Aid boxes.

First Aid Equipment

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

- 14 first aid kits on the premises
- These first aid kits will be situated in the medical room and in the cabinet opposite class 7
- We will also keep 3 first aid kits for off site activities.
- There is also a basic First Aid Kit in each class room

It is the responsibility of the Lead First Aider to check the contents of all first aid kits at the end of each term for the classrooms and overall the 6 monthly period checks will be completed by JODI CHARTERIS / EVE RYNOTT and record findings on the Children's Services First Aid Kit Checklist (Appendix A) Completed checklists are to be stored in the office First Aid file. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The medical room in the office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room have the following facilities:

- running hot water, first aid kit, chair and access to telephone

Hygiene

Disposable gloves should be used when dealing with any bodily fluids. These are available with all first aid kits. After use the gloves should be placed in one of the grey & yellow medical waste bins.

Emergency Arrangements

Upon being summoned in the event of an accident, the 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 always calls an ambulance on the following occasions:

- 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
- Where a person with a recognised medical condition has a care plan that suggest the ambulance should be called.

In the event of a serious injury or 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 from the appointed person
- requires attendance at hospital
- involves a bump on the head

Our procedure for notifying parents/carers will be to text them or to telephone them if the injury is significant and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half an hour. In the interim, we will ensure that the 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/ carers cannot be contacted prior to attendance, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Non-Emergency Arrangements

For most minor injuries requiring treatment an appointed person is to take charge of the First Aid administration/treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid. A record of the incident is to be entered on the Medical Tracker System. A notification, via email will then be sent to the parents. The school office will always telephone or text a parent when there has been any significant injury.

If the incident occurs during a break or lunchtime and the child seeks First Aid from lunchtime staff, an Accident Form will be completed. This will be passed to the Office Staff who will log this on the Medical Tracker System. As above parents will be sent a notification via email of the incident, unless of a significant nature, in which they will be telephoned (or a text sent).

Accidents of a more serious nature will be reported on-line to the HCC after the parents have been contacted first. These will be kept in school in accordance with our retention schedule. In the event of a death the Health & Safety Coordinator (the School Business Manager) will complete a RIDDOR online [form on the HCC website](#) and contact the Health & Safety Team in HCC [immediately](#).

Records

All incidents (Children or Adults) requiring first aid treatment from an appointed person are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Appendix A – First Aid Checklist

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				
Vehicle & Registration No. (if applicable)				
Identity No. of First Aid Kit/Box (if applicable)				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		
Additional Checks				
1	Are all items of first aid within expiry date?	YES		NO
2	Are all items of first aid in good, undamaged condition?	YES		NO
3	Is the first aid kit/box in good condition & undamaged?	YES		NO
4	Is the location of the first aid kit/box clean and accessible?	YES		NO
5	Is the first aid location sign present & in good condition?	YES		NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES		NO
Summary of Actions				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES		NO
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES		NO
Name		Signature		Date

Appendix B – First Aid Needs Assessment

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location</i>
3	Are large numbers of people employed on site?	<i>You will need to consider the number of staff and a commensurate number of first aiders to deal with the higher probability of accidents</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>You may need to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues staff with disabilities might experience, but personal information can only be provided with the individual's permission</i>
6	Are there clients or service users on the site who may need first aid?	<i>The needs of any clients and service users should be considered in your assessment</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>An adequate level of first aid cover will need to be considered at lunch times and start/end of the day with arrangements made with first aid trained staff to ensure there is adequate cover</i>
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	<i>The layout of some larger sites with separate buildings or large multi-storey buildings will need to be considered as to where the first aiders are based, as the distance first aiders have to travel may increase the risk to an injured person</i>
9	Do you have any work experience trainees?	<i>Remember that your first aid provision must extend to cover these trainees</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Young/inexperienced staff/visitors can have higher rates of injuries. If large enough numbers are present this may require additional first aid cover</i>

CHILDREN'S SERVICES HEALTH & SAFETY

11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The introduction of flexible working and extended working hours should be considered as part of the assessment for first aid cover</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Each shift may need to be considered separately to ensure that there is first aid provision when people are at work</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>If you share a site or building with one or more other organisations then co-operating on providing first aid cover is acceptable, but it is strongly recommended that this is documented in your own first aid policy and monitored. If the building or site is shared by staff from different departments it is important that the assessment considers the building or site as a whole, and departments share the first aid provision arrangements</i>
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Sites remote from emergency services such as accident and emergency departments or where emergency services will take time to arrive may need a higher level of first aid provision such as a first aider rather than an emergency first aider</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Staff who work alone and especially those who work alone in remote locations will need access to their own first aid kits so they can self-administer first aid (in accordance with your own lone working policy). Staff who work at home full time will also need to have their own first aid provision</i>
16	Do you have service users aged five years of age or younger?	<i>The Early Years Foundations Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid trained staff always present on site and trips if five year olds or younger children are on site</i>
17	Do members of the public visit your premises?	<i>Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, this cover needs to be considered</i>
18	Do you have any employees with reading or language difficulties?	<i>You will need to make special arrangements to give them the necessary first aid information</i>

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

Part 2		SUMMARY OF REQUIRED FIRST AID PROVISION	
Name of Premises/Organisation/School			
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement	
Qualified First Aider			

CHILDREN'S SERVICES HEALTH & SAFETY

Emergency First Aider			
School First Aid Trained			
Paediatric First Aid Trained			
Appointed Person			
Other: (Please specify)			
<i>(Note: This is not to include any training requirements for medicine administration)</i>			
First Aid Kits	Quantity Required	Locations of First Aid Kits	
Yes / No			
Travel First Aid Kits	Quantity Required	Locations of Travel Kits	
Yes / No			
First Aid Rooms/Areas	Quantity Required	Locations of Rooms	
Yes / No			
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms	
Yes / No (list)			
First Aid Needs Assessment Completion			
Manager's comments	Insert comments relevant to assessment as appropriate		
Name of manager	Signature of manager	Date	
Assessment reviews	Set future review dates & sign/comment upon completion		
Review date	Reviewed by	Reviewer signature	Remarks