


Sparsholt C of E Primary School

First Aid Policy 2025-2026



| | |
|---|--|
| Review Frequency | Annually |
| Reviewed by H&S Governor | March 2025 |
| Review Date | March 2026 |
| Approved by the Full Governing Body | 20th March 2025 |
| Statutory or Non-Statutory | Statutory |
| Signature of Headteacher |  |
| Signature of Chair of Approving Committee | |
| | |

Policy Statement

Sparsholt CE 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 Sparsholt CE Primary School is held by the Headteacher 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 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 Sparsholt CE Primary School there are three appointed persons who are:

- Miss Katherine Archer (First Aider at work)
- Mrs Elizabeth Hanratty (Head Teacher)
- Miss Emily Brown (Management and Administration of Medicines/First Aid resources)

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 Sparsholt CE Primary School there are 4 school first aid trained staff who are as follows:

- Miss K Joyce
- Mrs Katherine Archer
- Mrs Gertrud Clarke
- Miss Kirsty Bell

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

At Sparsholt CE Primary School there is 1 qualified Emergency first aider at work who is as follows:

- Miss Katherine Archer

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 (including adults). 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 Sparsholt CE Primary School there are 4 paediatric first aid trained staff who are as follows:

- Mrs Elizabeth Hanratty
- Mrs Kim Wollam
- Mrs Jane Gwilliam
- Mrs Susie Wall

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.

Management and Administration of Medicines Trained Staff

- Miss Emily Brown

First Aid Provision

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

- 4 first aid kits on the premises
 - These first aid kits will be situated in the Reception Area, in Willow Class. In Beech Class and in the School office.
- 3 travel first aid kits
 - 2 back pack first aid kits will be located in the Reception Area. Others can be accessed from the staff room.
 - At least 1 first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers and Epipens
 - 2 back packs are available for carrying Epipens, inhalers and medication

It is the responsibility of the Appointed Person to check the contents of all first aid kits at least every 3 months. The appointed person will check the stock of all First Aid resources regularly (and as a minimum every six months) to ensure everything is in date and stocked and record findings on the Children's Services First Aid Kit Checklist.

Completed checklists are to be stored in the First Aid Records folder located in the First Aid cupboard in the Staff Room. Travel first aid kits and bags are checked and refilled

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

The Reception Area is designated as the first aid area for treatment, sickness and the administering of first aid. Additional First Aid resources are stored in the First Aid Cupboard in the Staff room. The following facilities are also available:

- Ice packs, hot and cold running water (Head teachers office), first aid kit, chair, cushion, appropriate waste disposal for clinical waste, blankets

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 seek further medical advice (including from trained colleagues) or 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 (for instance head or neck injury, or fracture)
- requires attendance at hospital
- Where minor first aid treatment is administered, the first aider will make a judgement as to whether the parent needs to be contacted

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 Hours and Trips

The first-aid arrangements for all school managed and organised after school activities (for instance, extended school provision, parent evenings 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 activity specific Risk Assessment and Risk Management Record. 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

Further policies and guidance relating to First Aid

- Health and Safety Policy
- Supporting children with medical conditions
- Safeguarding Policy