



First Aid Policy 2025

Policy Statement

Eling Infant School and Nursery 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 Eling Infant School and Nursery is held by the head teacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate Health and Safety Procedure First Aid March 2020 and First Aid Guidance-Schools September 2015.

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

This policy includes all guidance set out in the DFE statutory paper – ‘Supporting pupils at school with medical conditions’ (December 2015).

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Objectives

Our first aid policy requirements are 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

Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

The Local Authority and Governing Board

Hampshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed persons in school are
- Completing accident records (clipboard in school office) for all incidents they attend to

- Informing the headteacher or their manager of any specific health conditions or first aid needs

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.

In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings-and dependent upon an assessment of first aid needs- employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employee's work the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

Appointed Persons

At Eling Infant School and Nursery there are 4 appointed persons: Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. Appointed Persons are not necessarily 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. The appointed persons are:-

- The Headteacher
- The Assistant Headteacher
- 2 Office Staff members

As far as possible at least one of these will be on site during the working day

Qualified First Aiders

Sara Mott has completed the HSE approved 3 day first aid course

She is responsible for administering first aid, in accordance with her training, to those that become injured or fall ill whilst at work or on the premises. Her duties and responsibilities also include regular first aid kit inspections.

Paediatric First Aid Trained Staff

All trained First Aiders at Eling Infant School and Nursery have this qualification so they are able to administer first aid in accordance with their training, to those that become injured or fall ill whilst at work or on the premises (including children under 5).

There are 12 school paediatric first aid trained staff. Currently they are:-

- Jo Hilliard
- Sara Mott
- Amanda Jones
- Paula Postlethwaite
- Tia Bennett
- Kelly-Anne Donnelly

- Lara Barfoot
- James Neal
- Lucy Biggs
- Jaime Bailey
- Melanie Maple
- Emily Oddy

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.

First Aid Provision

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

- 8 first aid kits on the premises, these first aid kits will be situated at:
 - Each of the 4 classrooms and in Nursery
 - Designated First Aid Area – The work room at the front of the school
 - Dining Hall
 - The fire grab box
 - (a separate first aid kit is kept in the school kitchen for HC3S staff to use)
- Travel first aid kits are available for school trips and when children go off site. The number of kits taken depend on the number of children.

It is the responsibility of Sara Mott qualified first aider to check the contents of all first aid kits every term and record findings and order as necessary.

The contents of first aid kits are listed under the '*required quantity*' column in the kits themselves.

The front room 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:

- running water, first aid kit, telephone, chair etc

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
- child's bumped head

For minor injuries the parents are notified by email. For the above 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 at least every half 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 can not be contacted prior to attendance, the qualified first aider will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. A copy of the child's record should accompany the adult attending and they should be prepared to act in 'loco parentis' in giving consent for emergency treatment that may be necessary. The person acting on the parents behalf will write a report of what happened and the action

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/visits are included in the trip specific risk assessment. 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 – location of accident – time of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Minor accidents should be recorded on the clipboard located in the school office (notification will be emailed to parents). Serious injury should be recorded online, using the Accident/incident reporting form. This form is then sent to the school's headteacher for review and signing and investigated by the Accident investigation officer, Health & Safety Executive (HSE) must be notified of fatal, major injuries and dangerous occurrences without delay. This is done via the Corporate Accident Reporting and Investigation System Online reporting forms are available on the HSE website.

Specific Medical Conditions

All class teachers are issued at the start of the school year with a report stating which child in their class has a specific medical condition. The procedures on how to best support children with specific medical conditions is covered in Supporting Pupils with Medical Needs policy. This report can be found on Arbor and can be easily accessed by staff.

Individual Cases

Any individual children's problems will be discussed with the headteacher, parents, staff and any other relevant persons, at the time of admission or diagnosis. The need for medical training and staff awareness will be assessed and carried out as necessary. This is covered further in the Supporting pupils with medical needs policy.

Monitoring arrangements

This policy will be reviewed by the Head teacher every two years
At every review, the policy will be approved by the governing body

Links with other policies

This first aid policy is linked to the:

- > Health and safety policy
- > Policy on supporting pupils with medical needs

Appendix 2

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Eling Infant School and Nursery
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?	Working at height, lone working, cleaning times, Playtimes risk of falling from play equipment and the risk increases when wet.
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	Asbestos log identifies areas in the school which must not be disturbed. All contractors are asked to sign the log to acknowledge safe and unsafe areas. Cleaning chemicals used by school cleaning staff. Risk of burning, ingestion- risk assessment completed COSHH protected. Any planned work will be adequately risk assessed before starting.
3	Are large numbers of people employed on site?	Not particularly around 25 members of staff
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Most of the accidents at school take place at lunchtime and playtime due to the nature of children playing. Any identified risks or hazards are quickly dealt with. Any incidents of sickness we follow guidance from Public Health England and HCC
5	Are there staff/children on site who have disabilities or specific health problems?	We have a child with a cleft pallet and another with a feeding tube Two children with nut allergies and others with asthma.
6	Are there clients or service users on the site who may need first aid?	Any users to our site. Although the majority of first aid is for children
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	We have 1 person with the full First Aid training (3 day), 12 other staff Paediatric First Aid trained. We have full first aid cover at lunchtimes and at the beginning and end of the day in our wraparound care.
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?	The school does have two buildings however they are easily accessed between the two. First aid provision is available in both buildings as are first aid trained personnel.
9	Do you have any work experience	Yes – we often have a number of visitors

	trainees?	including parents, students, visiting professionals etc
10	Are there a number of inexperienced or young staff/workers/visitors on site?	We have 3 college students currently attending the school, this number remains the same most years. We also take students from the local secondary schools as part of work experience.
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	Not largely- however we are sufficiently covered for all eventualities.
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	Yes
13	Do you work on a site occupied by other organisations and share first aid arrangements?	Yes – HC3S, we deal with any first aid incidents that may happen to these staff.
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	We are situated close to Southampton and not far from the General hospital certainly no more than 10 minutes away.
15	Do some staff work alone or remotely (including contracted home workers)?	Yes – only the caretaker. Measures are in place for her to complete certain jobs when not alone. A number of first aid kits are located around the school. She will have easy access to the first aid room. She adheres to the control measures in the lone working procedure.
16	Do you have service users aged five years of age or younger?	We have both the reception age children and nursery age children. All of our teaching assistants are PFA trained and the number is sufficient to cover both these classes.
17	Do members of the public visit your premises?	Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Parents/ carers and families may use our site when attending assemblies and concerts. They would also be on site for the Summer fayre. First aid provision is available to cover these events.
18	Do you have any employees with reading or language difficulties?	No

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	Eling Infant School and Nursery	
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	1 HLTA all rest PFA	Met
Emergency First Aider		
School First Aid Trained		

Paediatric First Aid Trained	3	Have 12
Appointed Person	1	Met
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	1	One in each classroom, the office and the first aid room
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes / No	1	Each class have a travel first aid kit
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes / No	1	Front office/ First aid room
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
Yes / No (list)	1	First aid room