

**First Aid Policy**

**Nursling C of E Primary School**

**Date of Issue: October 2025**

**Review date: October 2026**



Review	
08/11/2022	No changes
October '23	Updated list of First Aiders in school
09/11/2024	Updated list of First Aiders in school
11/11/2025	Updated list of First Aiders in school Reviewed 'records' and 'parents responsibilities' on p5

Introduction	
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## Policy Statement

Nursling 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 Nursling C of E Primary School is held by Joanne Jeppard (Headteacher). 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	
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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

Jo Jeppard and Martyn Field are the appointed persons and they are both have HSE-approved first aid training which qualifies staff to provide first aid to other adults

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.**

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

At Nursling C of E Primary School there is 1 qualified first aider who is as follows:

- Joanne Jearrad

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).

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

At Nursling C of E Primary School there is 1 emergency first aider who is as follows:

- Martyn Field

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).

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

At Nursling C of E Primary School there are 7 paediatric first aid trained staff who are as follows: Lindsay Manning, Gemma Hall-Cooper, Ashley Holloway, Kate Petley, Rachel Tuffin, Leanne Wood, Terri Jordan and Rachael Holmes.

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.

#### **School First Aid Trained Staff**

At Nursling C of E Primary School there are 13 school first aid trained staff who are as follows: Paul Booth, Kerry Hayward, Laura Tanner, Peter Newman, Charlotte Skeels, Victoria Payne, Ruby Walker, Kate Mellor, Tammy Lipscombe, Tamsyn Sciortino, Rachael Holmes, Kateryna Kyreitseva, Emily Murray, Jo Chapman and Lynn Marsh.

*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*

## First Aid Provision

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

- 2 first aid kits on the premises - situated in the school office
- 2 travel first aid kits - located in the school office on the back of the door and taken on trips

It is the Admin Assistant will check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the first aid file in the school office.

The contents of first aid kits should be as suggested in the DfE guidance for schools

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf) .

The school office 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, chair, telephone and logbook.
- Break time first aid box with second logbook, LSA's responsibility.

## 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
- any bumped head (by bumped head message)

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 (parent's 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 Lindsay Manning who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the trip 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 under the following headings:

**2025**

First Aid File

**2025**

Date	Time	Child's Name	Injury	How did it happen?	Treatment	Meds	Head	Parent Contact	Adult

Medications and bumped heads, parent contact

- Notifications home in the form of a ParentMail will be sent for homely remedies administered and bumped heads.

### **Parents Responsibilities**

In order for school to best support individual needs, parent's must:

- Ensure all meds, inhaler and auto injectors are in date.
- Information kept on school records is current.
- Prior to the administration of medicine in school, documentation is sought from GP/Clinic/healthcare professional to clarify expectations (how and when to administer) Parents will be required to complete a form detailing administration requirements, this

form is then signed by the member of staff to show evidence of administering the medicine.

- Provide documentation as evidence of diagnosis and/or medical conditions.

#### CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>