



First Aid Policy

Children's Services Health & Safety Team (CSHST)
Version 2 – September 2021

Name of Unit/Premises/Centre/School	St John's CofE (Aided) Primary School
Date of Policy Issue/Review	November 2025/November 2026
Name of Responsible Manager/Headteacher	Mrs Angela Nicholls
Signature of Responsible Manager/Headteacher	<i>AA Nicholls</i>

Policy Statement

St John's CofE (Aided) 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 St John's CofE (Aided) Primary School is held by Mrs Angela Nicholls who is the Headteacher/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 and 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.

The Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid 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 St John's CofE (Aided) there are no Appointed Persons.

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 St John's CofE (Aided) Primary School there are 40 school first aid trained staff who are as follows:

Mr Joss Gardner	Mrs Georgia Waller	Mrs Catherine Applegate
Mrs Karen Harrison	Miss Ashleigh Smith	Mrs Anna Burry
Miss Katelin Coombs	Miss Natasha Toomer	Mrs Emma Tomlin
Mrs Melissa Fish	Mrs Sarah Coppin	Mrs Ursula May
Miss Jodie Culpin	Mrs Amy Boghurst	Mrs Colette Grant
Mrs Tracey Gonzato	Mrs Alison Hunter	Mrs Jodie Culpin
Mrs Jenny Rixon	Mrs Sandra Paddon	Mrs Thola Ngwenya
Mrs Angela Wynn	Mrs Marni Lovell	Miss Emily Peters
Miss Caroline Ford	Mrs Hayley Williams	Mrs Ruth Tunnicliffe
Miss Megan Osgood	Mr Brian Tracy	Mrs Carol Keeler
Mrs Louisa Mardle Sands	Mrs Lesley Barnwell	Mrs Angela Nicholls
Mrs Carly Barker	Mrs Fiona Thompson	Mrs Angela Wynn
Mrs Jan Page	Mrs Clare Garrod	Miss Emily Peters
Mrs Tracy Drover		

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
- 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

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

At St John's CofE (Aided) Primary School there are three emergency first aiders who are as follows:

- Mrs Carly Barker
- Mrs Clare Garrod
- Mr Brian Tracy

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).

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

At St John's CofE (Aided) Primary School there are no qualified first aiders.

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).

Paediatric First Aid Trained Staff

At St John's CofE (Aided) Primary School there are 7 paediatric first aid trained staff who are as follows:

- Mrs Sandra Paddon
- Mrs Colette Grant
- Mrs Tracy Drover
- Mrs Amy Boghurst
- Mrs Thola Ngwenya
- Miss Katelin Coombs
- Mrs Jenny Rixon

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:

- 6 first aid kits on the premises
- These first aid kits will be situated at the school office, Bees Knees after school club room (The Hive); the Eco-Library, Year R shared area, KS2 Shared area (the pod), KS1 Shared area.
- 6 travel first aid kits in vehicles

These travel first aid kits will be located in the locked cupboard in the medical room and should be taken by first aid trained staff when accompanying children off site.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits at the start of each term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Health & Safety Accident Reporting file in the school office.

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 first aid room will have the following facilities:

- Running water, first aid kit, chair – a telephone is available on reception desk and the room can be monitored, via CCTV, from the reception.

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 medical advice 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 a suspected fracture
- 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
- if the child complains of an injury but there is no visible sign
- requires attendance at hospital
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- If the correct treatment would be better completed by the parent due to the level of distress that it might cause the child e.g. washing grit out of a wound
- Where a child's additional needs make it more difficult to provide appropriate treatment and/or the child is becoming more distressed as a result of trying to administer treatment.

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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact 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).

If 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.

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 Mrs Carly and/or Mr Brian Tracy 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 individual 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 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