


# First Aid Policy

Brockenhurst CE Primary School,

Pre-School, & Nursery

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| **Approved by:** | Board of Governors | |
| **Last reviewed on:** | September 2026 | |
| **Next review due by:** | September 2029 | |

# First Aid Policy

## 2026-2029

**Introduction**

**Policy Statement**

Brockenhurst 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 Brockenhurst CE Primary School is held by the **Head Teacher** 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 Brockenhurst CE Primary School there is one appointed person. Please see **Appendix 1**

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 Brockenhurst CE Primary School there are 13 school first aid trained staff who are as follows:

- **Please see attached training sheet**

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

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

At Brockenhurst CE Primary School there is 1 emergency first aiders who are as follows:

- **Please see attached training sheet**
- 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 HSE approved 3-day first aid course)*

At Brockenhurst CE Primary School there is one qualified first aider who is named in **appendix 1 and the training log which is attached.**

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 Brockenhurst CE Primary School there are 7 paediatric first aid trained staff who are named **in appendix 1 and the Training log which is attached.**

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:

- 10 Emergency grab-boxes FA kits – Green Boxes:
  These first aid kits will be situated: Year R; KS1 Toilets, o/s Year 6 and Year 3; Children's kitchen, Office, Caretakers room, shed on field, 2 x Pre-School buildings
- 5 travel first aid kits for outdoor educational visits
  - These travel first aid kits will be located in the school office

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits **every three months** and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the First Aid H & S file in the Admin & Finance office.
The contents of first aid kits are listed under the *'required quantity'* column on the checklist itself.
The **school office/meeting 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:

- Access to running water;
- first aid kit;
- telephone;
- chairs

**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 (for those whose parents are separated we will notify both parties should the child need hospital treatment) if it:

- is considered to be a serious (or more than minor) and First Aider unsure of injury
- requires first aid treatment
- requires attendance at hospital
- Head injury
- Eye injury

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.

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 the Head Teacher 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 Outdoor Visits Policy and risk assessments. 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

**Appendix 1 - <u>Relevant Persons for First Aid</u>**

Head Teacher – John Littlewood Appointed Persons – Shelley Gale

**FULL PAEDIATRIC FIRST AID**

| Surname | First Name | Start Date | Expiry Date | Training Provider |
|---|---|---|---|---|
| Drodge | Tracey | 10/01/2025 | 09/01/2028 | Tiger Lily |
| Dunne | Chloe | 10/01/2025 | 09/01/2028 | Tiger Lily |
| Hodkin | Emma | 10/01/2025 | 09/01/2028 | Tiger Lily |

**LEVEL 3 AWARD in EMERGENCY PAEDIATRIC FIRST AID**

| Surname | First Name | Start Date | Expiry Date | Training Provider |
|---|---|---|---|---|
| Blick | Alana | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Butcher | Heather | 01/09/2026 | 31/08/2029 | RGL Safety & Resilience |
| Cowell | Georgina | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Dolbear | Beth | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Gale | Shelley | 10/01/2025 | 09/01/2028 | Tiger Lily |
| Groves | Leesa | 10/01/2025 | 09/01/2028 | Tiger Lily |
| Kitcher | Rachel | 01/09/2026 | 31/08/2029 | RGL Safety & Resilience |
| Lacy | Jessica | 01/09/2026 | 01/09/2029 | RGL Safety & Resilience |
| Morris | Clare | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Nixon | Joanne | 01/09/2026 | 31/08/2029 | RGL Safety & Resilience |
| Olney | Helen | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Rosser | Laura | 01/09/2026 | 31/08/2029 | RGL Safety & Resilience |
| Shilton | Helen | 01/09/2026 | 31/08/2029 | RGL Safety & Resilience |
| Williams | Elaine | 01/09/2026 | 31/08/2029 | RGL Safety & Resilience |
| Platt | Rachel | 10/01/2025 | 09/01/2028 | Tiger Lily |

**LEVEL 3 AWARD in EMERGENCY FIRST AID AT WORK**

| Surname | First Name | Start Date | Expiry Date | Training Provider |
|---|---|---|---|---|
| Blick | Alana | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Cowell | Georgina | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Dolbear | Beth | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Macey-Dare | Marie | 20/12/2024 | 19/12/2027 | Tiger Lily |
| Morris | Clare | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |
| Olney | Helen | 21/03/2025 | 21/03/2028 | RGL Safety & Resilience |

**LEVEL 2 AWARD in PRINCIPLES and PRACTICE of MOVING PEOPLE SAFELY**

| Surname | First Name | Expiry Date | Training Provider |
|---|---|---|---|
| Gale | Shelley | 03/09/2028 | RGL Safety & Resilience |
| Harmer-Manning | Elliot | 03/09/2028 | RGL Safety & Resilience |
| Olney | Helen | 03/09/2028 | RGL Safety & Resilience |
| Shilton | Helen | 03/09/2028 | RGL Safety & Resilience |

**FIRE MARSHAL**

| Surname | First Name | Start Date | Expiry Date | Training Provider |
|---|---|---|---|---|
| Cowell | Georgina | 22/04/2024 | 21/04/2027 | Tiger Lily |
| Groves | David | 07/12/2023 | 06/12/2026 | St. Johns |
| Kitcher | Rachel | 22/04/2024 | 21/04/2027 | Tiger Lily |
| Macey-Dare | Marie | 07/12/2023 | 06/12/2026 | St. Johns |
| Nixon | Joanne | 22/04/2024 | 21/04/2027 | Tiger Lily |

# Brockenhurst CE Primary School - First Aid Kit Checklist

| | **First Aid Kit Location/Kit number:** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Does the first aid kit include a minimum contents list? | | | | | | | | | | |
| Does stock level reach minimum requirement? | | | | | | | | | | |
| Are all items within expiry date? | | | | | | | | | | |
| Are all items in good condition? | | | | | | | | | | |
| Is the first aid kit container in good condition? | | | | | | | | | | |
| Is the location of the first aid kit accessible? | | | | | | | | | | |
| Is the first aid location sign present and in good condition? | | | | | | | | | | |
| Is the list/sign of trained first aiders present and up to date? | | | | | | | | | | |

| Comments/Actions | |
|---|---|
| | |

| **Name** | | **Signature** | |
|---|---|---|---|
| **Date** | | | |