



Preston Candover CE Primary School  
*Love, Hope and Justice*

## FIRST AID POLICY

<b>May 2025</b>	<b>Review Date:</b> May 2026
	<b>Reviewed by:</b>
Signed: ..... Mrs Simrit Otway, Headteacher	
Date: .....	

### Policy Statement

Preston Candover Primary School will comply with relevant legislation concerning the provision of first aid for all employees and will 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 Preston Candover Primary School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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 aiders 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 responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

## **First Aid Training**

A list of staff at Preston Candover Primary School with first aid training are available from the school office.

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.

## **First Aid Provision**

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

- 1 first aid equipment on the premises
  - A first aid kit will be situated every classroom
  - And further supplies in the school office
- 1 travel first aid kit in vehicles
  - The travel first aid kit will be located in the school office ready for any journey

It is the responsibility of **Mrs Jennie Crompton/ Miss Trinity Howard** 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 office in the First Aid file.

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

The first aid room designated for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- First aid equipment
- Chair
- Running water
- Access to telephone through school office attached
- 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 will 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
- When an epipen has been administered

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:

## CHILDREN'S SERVICES HEALTH & SAFETY

- is considered to be a serious (or more than minor) injury
- requires first aid treatment (more than minor injury)
- requires attendance at hospital
- if the child is very upset

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 can not 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.

### Records

All accidents involving pupils requiring first aid treatment are to be recorded in the Daily First Aid Record File which is kept in every classroom first aid kit with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Details of where the accident took place (for example, on the timber trail)
- Treatment provided and action taken
- Where appropriate further actions and recording will be taken in accordance with guidelines set out by HCC
- Parents/Carers are informed where appropriate via "Bump Note" or contacted by phone if necessary

Accidents involving adults, staff or any serious injury involving a pupil are recorded online via Hampshire Children's Services Intranet. This generates a paper copy for school records.