



TWESELDOWN INFANT SCHOOL

First Aid Policy

Policy Statement

Tweseldown Infant 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 Tweseldown Infant School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Hampshire County Council Corporate First Aid Policy

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

1. 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 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 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.

2. First Aid Staff

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric first aiders are nominated, as identified by the completed First Aid Needs assessment, and that they are adequately trained to meet their statutory duties.

First Aid Trained Staff incl Epi Pen

At Tweseldown Infant School teaching assistants (TA)s and the office team are first aid trained every three years. There are 14 first aid members of staff currently trained incl Shelley Hill, Lucy Stephens,

Monika Moore, Nicola Price, Catherine Beiguilman, Gergana Tifonova, Louise Tomlinson, Clare Fallon, Nicole Hillman, Hayley Gardener, Frances Farrer, Jane Deer, Katy Bray and Clair Attwood.

Paediatric First Aid Trained Staff

At Tweseldown Infant School Reception Teaching Assistants (TA)s are paediatric first aid trained every three years; the current trained staff member is Clair Attwood. Training for remaining TAs are happening through Oct-Nov 25.

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.

1. First Aid Provisions

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

- The main first aid kit is situated in the office.
- In addition TAs are issued with personal kits. Class teachers ensure within their class backpacks there are children's medications. Everyone is responsible for a minor scratch and TLC.

It is the responsibility of the office staff to check the contents of all first aid kits half termly and record findings in the Children's Services Aid Kit Checklist. Teachers and support staff are responsible for checking their personal kits.

The front office is the designated area for treatment, sickness and the administering of first aid, containing a bed and sink space.

2. Emergency Arrangements

Upon being summoned in the event of an accident the first aider is to take charge of the first aid administration or 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 to call an ambulance.

The first aider is always to seek medical advice or call an ambulance on the following occasions;

- In the event of a serious injury.
- Any significant head injury.
- In the event of a period of unconsciousness.
- Where a fracture is suspected.
- Where the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.
- Listed on child's care plan.

In the event of an accident involving a child it is our policy to always notify parents.

- If it is considered to be a serious injury,
- Requires first aid treatment,
- Requires attendance at hospital,
- Any head injury that is considered more than minor

- Where a child has a medical care plan this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed
- if a child needs to be taken to hospital, staff should stay with the child until the parent arrives or accompany a child to hospital in an ambulance

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 for a serious injury and a message has been left we will continue to attempt to make contact with the parents continually and work down our list of contacts. In the interim we will ensure that the qualified first aider or another member of staff remains with the child.

In the event that the child requires hospital treatment and the parents cannot be contacted the qualified first aider 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 and an additional member of staff will accompany the child to hospital and then remain with them until the parents arrive.

3. Out of hours 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 the business manager 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 Evolve. 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.

4. Record Keeping

All accidents requiring first aid treatment are to be recorded with at least the following information and an email is sent detailing the injury:

- Name of injured person,
- Name of qualified first aider, or person who dealt with child
- Date of accident,
- Type of accident (e.g. bump on the head),
- Treatment provided and action taken
- Minor incidents will be reported to parents
- More serious accidents – yellow forms will be completed and triaged by the Headteacher and Hampshire County Council.

Date of review: Autumn 2025

Date Ratified by Governing Body: Autumn 2025

Signed by Chair of Governors:



Signed by Headteacher:

Next review date: Autumn 2026

Member of staff responsible: Headteacher

Governing Body or Governor(s) /
Committee(s) responsible: Governing Body

The plan is also available in the following formats, on request to the Headteacher:
e-mail; enlarged print version

Linked Policies:

Supporting Pupils with Medical conditions at School
Child with Health Needs who can cannot attend school Policy
Administration of Medicines Procedure
Single Equality Policy
Safeguarding Policy