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.

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

At Tweseldown Infant School there are qualified first aiders who are as follows:

1. Lucy Stephens
2. Louise Barnes
3. Julie Dear
4. Hayley Gardner
5. Jane Pen
6. Karina Dawkins
7. Katie Bray
8. Karen Power
9. Fran Farrer

Paediatric First Aid Trained Staff

At Tweseldown Infant School assistant teachers (AT)s are paediatric first aid trained every three years.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**.**

10. 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 ATs are issued with personal kits. Class teachers ensure within their class backpacks individual children's medication is held. 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. Completed checklists are held electronically.

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

11. 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 if staff will accompany the child to hospital and then remain with them until the parents arrive.

12. Out of hours and trips

The first aid arrangements for all school managed and organised after school activities (wrap around care ‘Starcare’, 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 Helen Blydewho will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included within each trip’s 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.

13. 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 written in the class accident book
- More serious accidents – yellow forms will be completed and triaged by the Headteacher and Hampshire County Council.

Date of review:	Autumn 2026
Date Ratified by Governing Body:	Autumn 2026
Signed by Chair of Governors:	
Signed by Headteacher:	Kim Tottem
Next review date:	Autumn 2027
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

Do we have any of the following? If so we need to include in the policy, otherwise delete all this

Appointed Persons

At …(insert name of unit/centre/premises/school)…. there are…(insert number)… Appointed Persons who are as follows:

- …(insert names)…

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 …(insert name of unit/centre/premises/school)…. there are…(insert number)… school first aid trained staff who are as follows:

- …(insert names)…

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 1-day emergency first aid course)*

At …(insert name of unit/centre/premises/school)…. there are…(insert number)… emergency first aiders who are as follows:

- …(insert names)…

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).