

First Aid Policy

	Date
Policy written	March 2026
Ratified by Governing Body	
Review Period	Every 3 years – Jan 2029



Policy Statement

Shamblehurst 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 Shamblehurst Primary School is held by Anna Jones 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 (CSAF-002) 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.

School First Aid Trained Staff

At Shamblehurst Primary School there are 22 school first aid trained staff who are as follows:

- Sally Mohamed
- Suzanne Davison
- Becka Ely
- Jessica Comper
- Lisa Wright
- Katie Leatherland
- Liz Young
- Alison Allen
- Gemma Applin
- Helen Marland
- Maria Porrino
- Suie Millard
- Sonja Conradie
- Jackie Brown
- Sharon Worley
- Ben Marshall
- Lousie Fraser
- Zoe Warner

- Gabriella Brown
- Joanna Thompson
- Tracy Riley
- Jo O'Leary

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 staff. 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 Aid at Work

At Shamblehurst there is 1 First Aid at Work trained person.

- Kate Edwards

Outdoor First Aid

At Shamblehurst there is one member of staff who is trained in Outdoor First Aid.

- Kris Richards

First Aid Provision

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

- 1 x Premises Kit, situated in the school office medical room. This includes emergency an inhaler and two auto-injectors or different strengths.
- 2 x Travel Kits for school trips, situated in the school office medical room; •
- 17 x Class First Aid Kits, situated in each classroom;
- 1 x Emergency Grab Bag First Aid Kit, for use during school evacuations. • 1 x First Aid Kit, for use by lunchtime staff during lunchtime period. This includes emergency an inhaler and two auto-injectors or different strengths.
- 1 x Defibrillator located in the school office.
- 5 x mini first aid kits carried by Early Years staff for minor first aid.

It is the responsibility of the Admin Assistant Suzanne Davison to check the contents of all first aid kits every 6 months and record findings on the Children's Services First Aid Kit Checklist (CSAF 003). Completed checklists are to be stored in the Medical file in the office in the School Office. Early Years will restock their own mini first aid kits.

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

The office has a designated 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

Lunchtime first aid is situated on the large playground and is carried out by the lunchtime staff. Staff will monitor the children and log all first aid incidents on Medical Tracker.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider 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 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 the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment and the injury is substantial

The first aider may call 111 or 999 where:

- There is the possibility of a fracture/break or where this is suspected
- There is a minor injury and advice is required as the first aider is uncertain of the correct treatment

The decision on which number to call is up to the discretion of the first aider.

In certain more serious incidents an ambulance would always be called immediately.

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
- requires first aid treatment (other than minor)
- requires attendance at hospital

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 half hour. In the interim, we will ensure that the qualified first aider, 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/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.

Trips

The first aid arrangements for school organised trips / visits are included in the trip 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.

A first aid kit, contact list and medical information will be taken on all trips. This data will be signed out and back in for GDPR. This kit will include an emergency inhaler and two auto-injectors (two different strengths) for use during an anaphylaxis shock.

During residential trips one member of staff will be responsible for the collection and organisation of medicines. The delivery of the medicines may however be delegated to other staff on the residential.

Class Activities

For any activity that may cause injury, or one that involves foods or substances where there is a risk of harm or allergic reaction a full medical list for the children involved will be obtained from the school office and this will be used for preparing the risk assessment for this activity. Where possible parents will also be contacted by text, email or letter to check if there is any reason for the child not to participate.

Out of Hours

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 needs to be arrangements in place to co-ordinate the first aid arrangements with the hirer.

Records

All accidents requiring first aid treatment are to be recorded on medical Tracker 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 (eg. bump on head etc)
- Treatment provided and action taken

Medication

All medication will be administered in line with the Administration of Medication Policy.

