

First Aid Policy

January 2026

Bushmead Primary School



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1. Aims

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

2. Legislation and guidance

Bushmead 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.

3. Definitions

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

4. Roles and responsibilities

4.1 The head teacher will:

Work with staff, parents and governors to determine the strategic development of the First Aid policy and provision in the school.

4.2 The Governor/s

They will:

Work with the head teacher to determine the strategic development of the First Aid policy and provision in the school.

The Governing Body will review this policy in line with the Policy review schedule at the FPP meetings

5. First Aid Training

The head teacher 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.

6. Appointed Persons

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 Persons) 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.

7. First Aid stations in school

There are five first aid stations in school. These are located in the following areas:

- EYFS
- Year 1 and Year 2 shared area
- KS2 - Shared area outside Beech classroom
- Entrance hall – near fish tank
- Main hall

8. Emergency Arrangements

Upon being summoned in the event of an accident, the first aider and/or 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.

Examples of when an ambulance may be called are:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of a serious asthma attack or allergic reaction
- 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 if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment (other than a minor injury)
- Bump to the head (other than a minor bump)
- 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 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 will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

9. Out of Hours and Trips

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 Finance Officer.

The first aid arrangements for school organised trips/visit are included in the risk assessment for each trip. 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.

10. 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
- Time of the accident
- Type of accident (e.g. bump on head etc.)
- Treatment provided and action taken
- An online form will be completed for a child where they have received First Aid.

11. Monitoring arrangements

This policy and information report will be reviewed by FPP every year. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

12. Links with other policies and documents

This policy links to our Medical Policy, Lettings and Conditions of Hire Policy and Health and Safety Policy.

Version: 3

Written by: Steve Down **Date:** January 2025

Last reviewed by governors: Spring 1 2026

Next review due by: Spring 1 2027