



# SHIPTON BELLINGER PRIMARY SCHOOL

## FIRST AID POLICY

### AUTUMN 2025

#### Policy Statement

Shipton Bellinger Primary School will undertake to ensure compliance with the relevant legislation regarding 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 Shipton Bellinger Primary 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, Health and Safety Corporate Procedure (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 enough 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

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.

#### Qualified First Aid Staff

##### School First Aid At work (2-day Course)

At Shipton Bellinger Primary there are 1 qualified first aiders. They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate.

## Paediatric First Aid Trained Staff

There are 9 paediatric first aid trained staff. 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.

Other staff receive basic First Aid training, which is refreshed every three years. There are currently 9 staffed trained. Our First Aid Needs Assessment has identified the following first aid kit requirements: 8 first aid kits. These first aid kits will be situated at Main Reception, staffroom, and each classroom.

There is an emergency defibrillator, located in the main school reception area.

It is the responsibility of the Admin Officer to check the contents of all first aid kits every four months and ensure all kits are complete and missing items replaced.

## **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person who will be the first aider responding to the incident 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 is to ensure that an ambulance is always called 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

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 a serious (or more than minor) injury
- requires more than basic first aid treatment
- 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.

If parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that 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/n/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.

All accidents, requiring first aid treatment are to be recorded (except for minor grazes) 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 (eg, text message sent, parent contacted by telephone, accident slip sent home with pupil)

The Pupil Accident Book and Staff Accident Book are both held in the main school office.

All accidents, requiring hospital treatment are to be recorded and submitted using the online incident reporting form to HCC.

### **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.

Any external users who let/hire buildings are required to provide evidence of their first aid provision at the time of completing a lettings/hire agreement.

The first-aid arrangements for school organised trips/visits are included in the Education Visits and outdoor Learning Policy. They 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.

