



# Bartley C of E Junior School

## First Aid Policy

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| <b>Name of Unit/Premises/Centre/School</b>      | Bartley CE Junior School   |
| <b>Date of Policy Issue/Review</b>              | January 2025   |
| <b>Name of Responsible Manager/Headteacher</b>  | Gemma Cooper – School Business Manager<br>Karen Stonehouse – Headteacher |
| <b>Date approved by Governors if statutory:</b> | 21.01.25   |
| <b>Date for next review of this policy</b>      | January 2027   |

### ***Our vision***

*We are committed to providing excellence everyday so each child can achieve, be happy and be successful in everything they do.*

*Our Christian values foster love for ourselves and each other.*

***This procedure replaces all previous policies and procedures relating to first aid.***

***When you are reading a printed procedure offline, please refer to the online version to make sure that you are using the most accurate and up to date issue.***

## **Purpose**

This procedure sets a common approach to providing adequate first aid provision at work in Hampshire County Council. The purpose is to provide suitably trained and equipped personnel to treat employees and others using our sites if they become ill or injured.

## **Scope**

The Council undertakes numerous activities that present significantly different risks and therefore require varying levels of first aid. This procedure recognises this variation and provides a common method of deciding the appropriate first aid provision in the form of people and equipment.

Hampshire County Council extends its first aid cover to members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings, this cover needs to be considered.

## **Sections**

- [Section 1: First aid needs assessment](#)
- [Section 2: First aid materials, equipment and facilities](#)
- [Section 3: First aid personnel](#)
- [Section 4: First aid training](#)

There are five appendices which mirror the four sections of this procedure with a final checklist to assist managers.

## **Terminology**

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary.

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive, if necessary.

## **Associated records**

Appropriate records will be informed by local risk assessment and guidance. Records must be kept and maintained to comply with this procedure and will be retained in accordance with [Hampshire County Council's data retention policy](#).

## Procedure

### Section 1 – First aid needs assessment – [Appendix 1](#)

Managers of sites must consider the appropriate first aid, giving due regard to the activities and risks created. Appendix 1 contains guidance to assist in this assessment. The conclusions of this assessment should be recorded.

The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities, e.g., using chemicals, machinery and plant etc.
- The need to provide first aid for those other than employees, e.g., service users including vulnerable persons, children, volunteers, members of the public etc.
- The size and characteristics of the workplace, establishment or setting, distance between buildings or sites
- The remoteness of the establishment/setting from emergency medical services
- The needs of travelling, remote and lone workers
- Historical accident information and data
- Provision when employees work part time, take annual leave or are off sick
- Any off-site activity and work away from base including travelling
- Whether your employees work on shared or multi-occupancy sites

You might also consider:

- Support for someone who might be experiencing a mental health issue, for further guidance refer to: [Mental ill health and first aid](#).

The first aid needs assessment should be reviewed regularly (at least annually) and in anticipation of, or after, any significant changes to ensure the provision remains suitable.

### Peripatetic staff/travelling staff

Where staff work or travel away from their place of work or are home based, some provision for first aid is needed based on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid, but suitability must be decided through a needs assessment as for fixed location workers.

### Informing employees of the arrangements

The assessment should also set out how employees will be informed of the arrangements.

### Section 2 – First aid materials, facilities and equipment – [Appendix 2](#)

As a result of the first aid needs assessment, suitable and sufficient materials, equipment and facilities must be provided.

Appendix 2 gives guidance on the following:

- First aid box contents
- Medical rooms/first aid accommodation
- Specific equipment

### **Section 3 – First aid personnel – [Appendix 3](#)**

Staff who are expected to perform first aid duties should be notified in writing of their role and training requirements. They should be made aware of the first aid needs assessment and be clear what part they play in delivery of first aid. They should be provided with suitable training for their role which should be updated in accordance with Appendix 4.

There are different levels of first aid personnel which relate to different levels of training and different competencies. Details are set out in Appendix 3.

In summary they fall into four categories:

- Appointed Person
- Emergency First Aid at Work
- First Aid at Work
- Additional training (such as paediatric first aid, mental health in the workplace, or the use of a defibrillator.)

Details of how to obtain first aiders in an emergency should be prominently displayed. In smaller sites this may be a list of trained first aiders with contact details whereas on complex sites there may be one contact number managed for example by the Facilities Management Team. Regardless, it should be clear how a person obtains competent assistance rapidly.

### **Section 4 – First aid training – [Appendix 4](#)**

Suitable training is required to fulfil the first aid personnel roles above. Training courses must comply with current standards from the [Resuscitation Council \(UK\)](#).

Appendix 4 contains a diagram to assist in understanding the requirements for refresher training.

### **Guides**

[Health & Safety Executive guide to first aid at work](#)

[Resuscitation Council \(UK\)](#)

### **Appendices**

[Appendix 1 – First aid needs assessment](#)

[Appendix 2 – First aid materials, facilities and equipment \(first aid kits\)](#)

[Appendix 3 – First aid personnel](#)

[Appendix 4 – First aid training](#)

[Appendix 5 – Management flowchart and checklist](#)

## Appendix 1 – First aid needs assessment

The table below is the Health & Safety Executive’s general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace it does not consider site specific risks and needs.

| Category of risk   | Numbers employed at work | Guidance on the number and type of first aid staff to be available on site at any time                                       |
|--|--------------------------|--|
| <b>Lower hazards</b><br>e.g., offices, shops, libraries  | Less than 25             | An appointed person  |
|  | 25 – 50                  | At least one emergency first aider   |
|  | More than 50             | One first aider for every 100 employed or part thereof   |
| <b>Higher hazards</b><br>e.g. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities. | Fewer than 5             | An appointed person  |
|  | 5 – 50                   | At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur) |
|  | More than 50             | One additional first aider for every 50 persons or part thereof  |

Industry specific guidance can be obtained from the [Health and Safety Team](#).

The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risks may require a more detailed assessment.

| <b>Part 1 – First aid needs assessment</b> |  |   |
|--|--|---|
| <b>Name of premises/ site/ school</b>      |  |   |
|  | <b>Aspects to consider at your premises</b>  | <b>First aid provision considerations (insert your information)</b>   |
| <b>1</b>                                   | What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?                               | Risks include, accident and illness of staff. Accident and illness of pupils. Accidents within the classroom, accidents occurring at break and lunch times and PE activities.   |
| <b>2</b>                                   | Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.) | Site Team work with hazardous materials all of which will have COSHH assessment. They will work with some machinery. Site Managers occasionally work at height and will take part in higher risk activities and driving the mini-bus. All training is up to date as per the above and risk assessments in place. HC3S work on site in the school kitchen until August 2025, when after this date there will be new external run staff.  |
| <b>3</b>                                   | Are large numbers of people employed on site?  | We have 47 employed members of staff, in a higher risk setting the minimum requirement as above is one emergency first aider. We have 3 with 2 on site 3 days a week and 3 on site 2 days a week and in addition we have 31 staff trained for school first aid (treat children), and 8 staff trained at a higher level in paediatric first aid.   |
| <b>4</b>                                   | What is your record of accidents and cases of ill-health? What type and where did they happen?   | The majority of incidents happen at break and lunch time in the playground. As such, there is a first aid station outside during these times with a member of staff who is first aid trained in situ. There are first resources / kits and a first aid injury book to hand on the outside trolley. There is a high percentage of head and face injuries that involve accidental bumps, ball injuries to ensure that there is an effective system in place there is a yellow book in which head injuries are noted and this is passed to the admin team who send an email notification to the parents in addition to the accident slip which will always be sent home. Cases of ill health tend to happen after lunch times and this can |


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|          |   | be a number of factors, flagging after lunch, if pain relief was administered at home by this point it has worn off. The main cause of adult first aid is trips and this is treated and recorded appropriately.  |
| <b>5</b> | Are there staff/children on site who have disabilities or specific health problems?   | Children and adults on site who have disabilities or additional health needs will have a Health Care Plan (HCP). The HCP is shared with relevant staff and where needed training and appropriate advice is sought for example: a child with CF. The CFR nurse has been into school twice and spoken to the administration team and the class teacher. Children who are under the care of external healthcare providers such as the therapies team can be seen in school and best practice and training is shared with relevant staff. HCPs are kept electronically and a hard copies will be found in the classroom blue medical box. Clear instructions on medication and dosage can be found in the blue box along with named inhalers and epi-pens. |
| <b>6</b> | Are there clients or service users on the site who may need first aid?  | We have visitors who attend site from external agencies who may require first aid. Any lettings users are aware as per contracts that they must have an appointed first aider, information can be found in the lettings file and confirmation is clear and in line with requirements.  |
| <b>7</b> | Have you considered staff and others who suffer from or may be experiencing/showing signs of mental health illness whilst at work?        | Staff are aware of support and guidance available and this is signposted on the wellbeing display board in the staff room. Managers can access the occupational health and wellbeing shared services pages and find support and guidance documents. Managers can access additional guidance from Education Personnel Services. We have a member of staff who has completed mental health training through the government grant.  |
| <b>8</b> | Have you nominated appointed persons to meet basic first aid requirements for times where qualified first aid staff may not be available? | An appointed person is not tasked with carrying out first aid. Their role includes ensuring that they know the location of the first aid kit for those who can self-administer first aid, such as plasters, calling the emergency services for help, assuring the patient and recording and reporting the incident. The BM is the nominated person and is centrally located with knowledge of the above.   |

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| 9  | Is there first aid cover for holidays/sickness, lunchtimes and for the beginning and end of the working day?                        | As per point 4, there is a first aid station at break and lunchtimes. Whilst the office is closed at lunch to first aid treatment, there is always 1 member of staff who is an appointed person on site available. After school hours whilst there is provision for Bartley run afterschool activities (excluding externally run clubs). There will be a nominated person and first aid trained member of staff on site until 16:30. The high number of first aid trained on site make this easy to manage.   |
| 10 | What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building? | <p>The school comprises of ground and first floor areas, and the school gym located in a separate building a very short distance from the main building. Each year group is situated in a separate corridor. We have 39 staff members in total (mix of school first aid course and full paediatric first aid) who can administer first aid and these are spread across these areas. In addition, first aid supplies / kits are spread across the site and can be found: -</p> <p>4 kits, 1 kit located in each of the 4-year groups.</p> <p>5 Kits located in the first aid room for off-site events.</p> <p>1 Kit in the emergency evacuation box</p> <p>1 green medical trolley located outside the gym</p> <p>1 Kit on the school mini-bus</p> |
| 11 | Do you have any work experience trainees?   | Work experience / students can be on placement at the school at any given time and our first aid provision will extend to these. However, no work experience or students will be first aid trained and as a result should never administer first aid.   |
| 12 | Are there inexperienced or young staff/workers/visitors on site?  | We do host work experience students who are of secondary school age as above first aid provision will extend to these but they are not trained in first aid and as a result should never administer first aid.  |

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| <b>13</b> | Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods? | Typically, there are more staff on site during mornings and as a result there are more first aid trained staff during this time. However due to the large number of staff who are first aid trained there are no adjustments required in the afternoons.   |
| <b>14</b> | Do staff work in shift patterns and does each shift have sufficient first aid cover?                      | As above point 11.   |
| <b>15</b> | Do you work on a site occupied by other organisations and share first aid arrangements?                   | HC3S occupy our kitchen and as a result they have a first aid kit supplied to them. There is a process in place should HC3S require first aid treatment. HC3S will cease trading in our kitchen in September and the same will apply for a new external provider.  |
| <b>16</b> | What is the distance from emergency services and how long are they likely to take to arrive on site?      | The school is located 10 miles (19 min) journey from the nearest hospital Southampton General Hospital. We have a higher than required proportion of first aid trained staff to mitigate this risk.  |
| <b>17</b> | Do some staff work alone or remotely (including contracted home workers)?                                 | We have a lone working policy for staff who are lone working in school this is rare and should any staff be working in school alone they must follow the procedure and any risk assessments in place. They will be aware of the first aid kits Staff work from home occasionally but not often out of choice, they are aware of DSE and the need for adequate first aid at home. |
| <b>18</b> | Do you have service users aged five or younger?   | No   |
| <b>19</b> | Do members of the public visit your premises?   | Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, this cover needs to be considered.<br><br>Provision for events such as sports day will be considered and appropriate measures will be put in place and documented on the risk assessment.                      |
| <b>20</b> | Do you have any employees with reading or language difficulties?  | Not at present   |

| <b>Part 2 – Summary of first aid provision required</b>   |  |   |   |
|---|--|---|---|
| <b>Name of premises/ site/ school</b>   |  | <b>Bartley C of E Junior School</b>   |   |
| <b>Level of first aid staff (type of provision)</b>   | <b>Numbers of staff required to be on site at any time</b>   | <b>Names of trained staff</b>   | <b>Date training requires updating</b>  |
| <b>Qualified First Aider</b>  | 1  | Ria Lincoln & Mike Rich   | RL – 10.01.2027 – MR 01.09.2026   |
| <b>Emergency First Aider</b>  | 1  | Emma Kakoushis  | 10.01.2027  |
| <b>School First Aid Trained</b>   | 31   | Large number of staff – detailed list is available via the Business Manager                             | 26.06.2026 – trained as a group   |
| <b>Paediatric First Aid Trained</b>   | 1  | Sioned Nuttgens, Ria Lincoln, Sue Hooper, Claire Way, Anna Bowers, Jack Crane, Zoe Lawrence             | AB – 11.01.2026, JC – 01.08.2027, SH – 01.12.2026, ZL – 28.01.2026, RL – 09.02.2027, SN – 14.11.2027, CW – 28.01.2027 |
| <b>Appointed Person</b>   | 1  | Gemma Cooper  | N/A – but is school first aid trained   |
| <b>Other:</b> (Please specify)<br><i>(Note: This is not to include any training requirements for medicine administration)</i> |  | We run Forest School and have x1 member of staff trained on first aid to the level required – Mike Rich |   |
| <b>Arrangements/cover outside of core hours:</b><br><i>(before opening or after closing if there are staff or</i>             | The lone working procedure applied as above. There is access to first aid kits and in an emergency and the staff members are aware of the procedure to follow. |   |   |

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| <i>users on site)</i> |  |
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| First aid needs assessment completion   |             |  |            |
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| <b>Manager's comments</b>   |             | <i>Insert comments relevant to assessment as appropriate</i>                       |            |
| <p>The school has over the minimum statutory level of qualified staffing and first aid provision. In addition to the above we have a member of staff who runs a forest school group and is trained as a forest school teacher, they have paediatric first aid and forest school first aid qualification for running these activities.</p> <p>I would suggest that we review the requirements before the normal year recommendations due to the potential opening of the RP to ensure that this is reflective.</p> |             |  |            |
| Name of manager   |             | Signature of manager   | Date       |
| Gemma Cooper  |             |  | 15.01.2025 |
| <b>Assessment reviews</b>   |             | <i>Set future actions and review dates and sign/comment upon completion</i>        |            |
| <b>What needs to be done in the next 12 months to maintain suitable first aid provision?</b>  |             | Continue to carry our monitoring tasks throughout the year.                        |            |
| <b>Who is checking that it has been done?</b>   |             | Gemma Cooper   |            |
| <b>Who is tasked with doing it and by when?</b>   |             | Ria Lincoln and Sioned Nuttgens  |            |
| Review date   | Reviewed by | Reviewer signature   | Remarks    |

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## Appendix 2 – First aid materials, facilities and equipment (first aid kits)

### First aid box contents

There is no mandatory list of items to be included in a first aid kit. The contents should reflect the conclusions of the first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#))
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

### Peripatetic/vehicle first aid box contents

The Health and Safety Executive recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as express carriage or contract carriage have on board a first aid container (*in a prominent position, maintained in a good condition, and readily available for use*) with the following:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rust less blunt-ended scissors

### **First aid rooms and facilities**

Existing first aid rooms must:

- be identified with the white cross on green background symbol
- be clean and ready for immediate use
- be appropriately stocked
- have hand-washing facilities
- be close to toilet facilities
- be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- where practical be sited on the ground floor near a suitable external exit route
- have emergency lighting where necessary
- have good communication either via a telephone or be located in areas constantly occupied to avoid leaving a casualty should further assistance be needed

If a site does not have a first aid room but the results of the first aid needs assessment suggest it should have, then you should contact a member of the [Health and Safety Team](#).

### **Defibrillators**

It is not currently a requirement to provide Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment as should the access to, training and maintenance of the equipment.

## Appendix 3 – First aid personnel

There are different levels of first aid personnel. People should be trained to the appropriate level determined in the first aid needs assessment.

- **Appointed person (AP).** Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course.
- **Emergency First Aid at Work (EFAW).** Emergency First Aid at Work employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.
- **First Aider at Work (FAW).** First Aid at Work employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years, then the full course must be retaken.

### Additional training

Examples of additional training needs (not exhaustive)

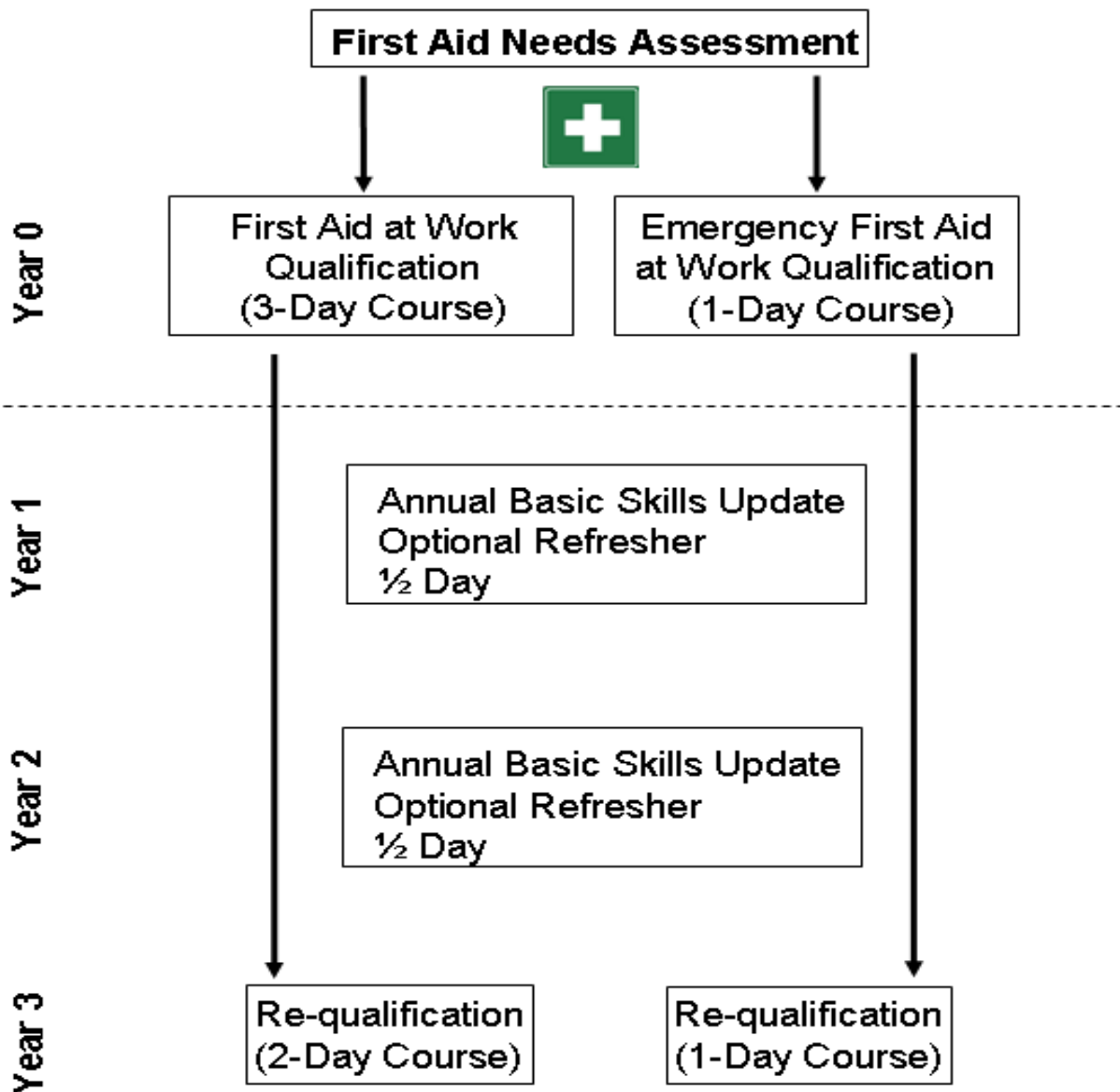
| Additional training   | Examples where additional training may be relevant in Hampshire County Council   |
|---|--|
| Management of a casualty suffering from hypothermia or hyperthermia   | Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry                                  |
| Management of a drowning casualty   | Swimming pools, rivers, lakes, outside education activities  |
| Use of an Automated External Defibrillator  | All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment   |
| Recognising the presence of major illness ( <i>including heart attack, stroke, epilepsy, asthma, diabetes</i> ) and providing appropriate first aid | Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public |

|  |                              |
|--|------------------------------|
| <p>Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting</p> | <p>Schools and nurseries</p> |
|--|------------------------------|

**Selection of personnel**

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

**Appendix 4 – First aid training flow chart**



**Records**

Copies of training certificates must be maintained by local management.

**Refresher training**

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

## Appendix 5 – Management check sheet and flow chart

