

Hurstbourne Tarrant Church of England Primary School

'Love of Learning, Love of Life, Love of Christ'

First Aid Policy



Our School Christian Values = REACH
R=espect E=ffort A=im High C=are and love H=onesty

Headteacher Signature:	Date: May 2026
Chair of Governors Signature:	Date: May 2026
Date for renewal: May 2029	

Our School's Christian Vision

Through 'Love of Learning, Love of Life, Love of Christ,' we aim to ensure that our school is a place which enables children to fulfil their journey together in mutual respect within an environment that enables children to have a positive purpose in life being true to themselves and others.

Our School Values

Respect – valuing each other and celebrating differences.

Effort – always trying our best.

Aim High – setting ourselves new challenges.

Care and Love – selfless service to others, putting others before ourselves.

Honesty – living with integrity, saying what we mean and mean what we're saying.

Introduction

Policy Statement

Hurstbourne Tarrant 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 Hurstbourne Tarrant Primary School is held by the Headteacher 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	
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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.

Appointed Persons

At Hurstbourne Tarrant there are 3 "appointed persons" who fill the following appointments:

- School Admin Officer
- Headteacher
- Health and Safety Administrator

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.

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At Hurstbourne Tarrant Primary School there is 1 emergency first aider who is the School Senior Admin Officer: Sarah Tilley

She will be responsible for administering first aid, in accordance with her training, to those that become injured or fall ill whilst at work or on the premises. Other duties and responsibilities are identified and delegated as appropriate (eg. first aid kit inspections are conducted by Clare Olding).

Paediatric First Aid Trained Staff

At Hurstbourne Tarrant there are currently 11 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.

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

- 4 first aid kits on the premises
 - These first aid kits will be situated at Admin Office, Staff Room, Medical Station and the 'grab bag' taken outside
- 2 travel first aid kits in vehicles
 - These travel first aid kits will be located in the vehicles being used
- Defibrillator located by the back door opposite the staffroom. (Checks are conducted once a month by Clare Olding)

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the H+S file

CHILDREN'S SERVICES HEALTH & SAFETY

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

The corridor medical station is designated as the first aid room for treatment, sickness and the administering of first aid. The medical station will have the following facilities:

- Chair
- Running water (staff room/staff toilet)
- Access to a nearby phone
- First aid kit.

If a child needs to lie down they will be taken to the adjacent library space.

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/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.

The first aider/appointed person 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 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
- 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 can not 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 can not be contacted prior to attendance, the qualified 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.

CHILDREN'S SERVICES HEALTH & SAFETY

For children with allergies, we will follow the procedures outlined in the Supporting Pupils with Medical Conditions Policy. These children may also have an Individual Healthcare Plan (IHP).

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

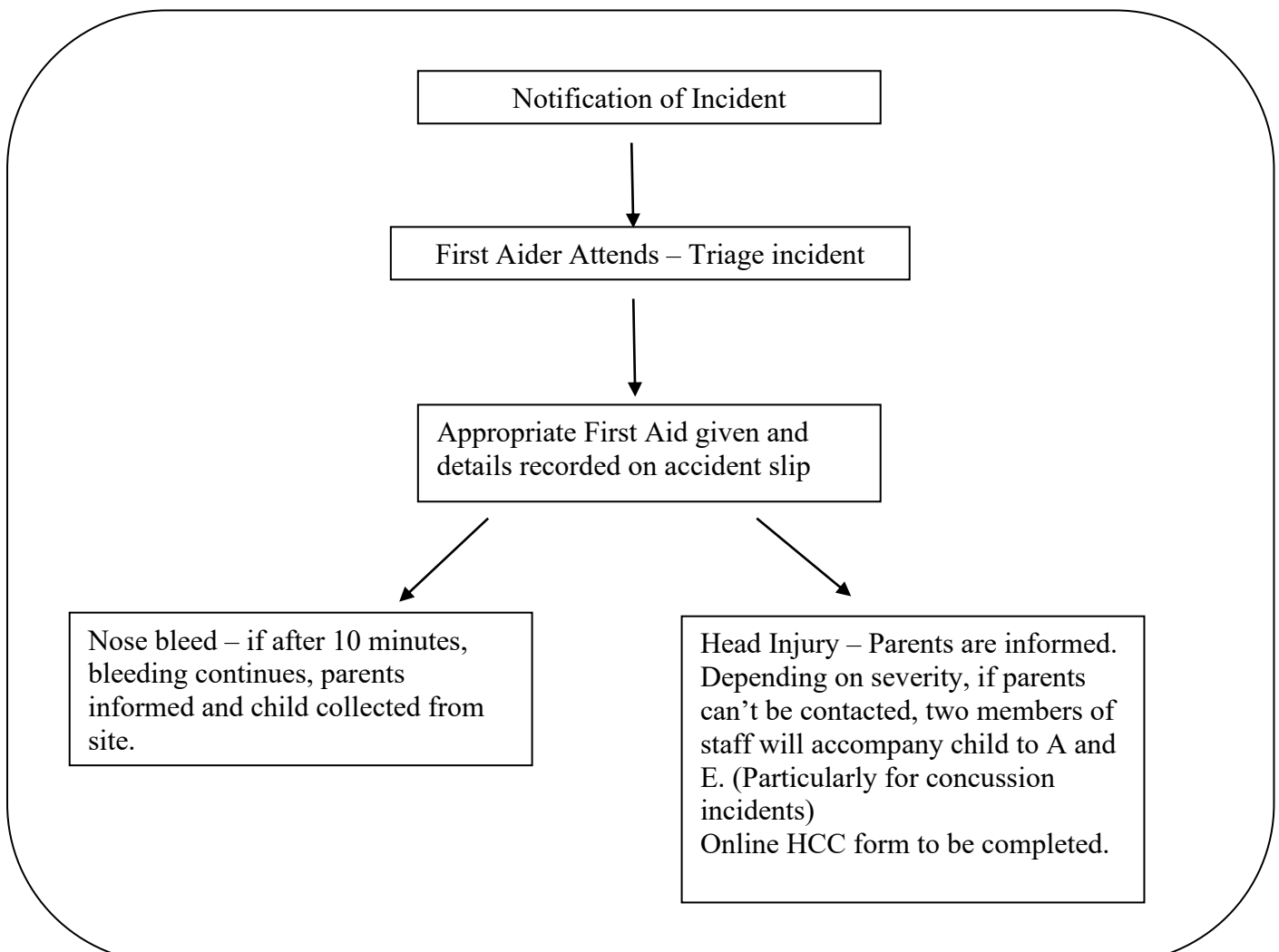
- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

This information will then be sent home for parents.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>



CHILDREN'S SERVICES HEALTH & SAFETY