



## First Aid Policy

<b>Date of Policy Issue/Review</b>	Reviewed 11 <sup>th</sup> February 2026 by the School Business Manager  <i>(using HCC's First Aid Guidance – Schools – October 2024 – Version 4 including First Aid Policy template Version 2 – September 2021, Corporate Health &amp; Safety Procedure – First Aid – Issue 6 September 2024 and DfE Guidance on First Aid in Schools updated 14 February 2022)</i>
<b>Policy approved/date</b>	By FGB at their meeting on 23 <sup>rd</sup> February 2026
<b>Name and Signature of Responsible Manager</b>	School Business Manager - Jackie Moore  <i>J.D. MOORE</i>
<b>Signature of Governing Body</b>	Signed for and on behalf of Governors  <i>C. Shephard</i>
<b>Next review</b>	February 2027

<b>Introduction</b>	
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## Policy Statement

Newlands 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 Newlands Primary School is held by Jackie Moore who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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 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

<b>First Aid Training</b>	
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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 Newlands Primary School there are 2 appointed persons who are as follows:

- Gillian Gudgeon, Jackie Moore
- who have also completed the online eLearning first aid course 'First Aid Essentials'.

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 Person) 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.**

### **School First Aid Trained Staff**

At Newlands Primary School there are currently 20 staff that have completed the online eLearning 'First Aid Essentials' training. This training is repeated annually in the autumn term.

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 adults. 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

### **Paediatric First Aid Trained Staff**

At Newlands Primary School there are currently three paediatric first aid trained staff who are as follows:

- Claire Furzland, Rachel Ridley & Laura Harper.

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.

<b>First Aid Provision</b>	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- Two first aid kits on the premises
  - These first aid kits will be situated in the admin office area
- One first aid kit in each classroom
  - Located within the class 'medical box'
- Two first aid kits for use on day/residential trips:
  - These 'travel' first aid kits will be allocated to the trip leader for the duration of the trip
  - Sufficient first aid kits will be provided for each group leader for the duration of the trip

It is the responsibility of the Appointed Person/s to check the contents of all first aid kits at least termly and on return from a day/residential trip and record findings on the Children's Services First Aid Kit Checklist.

Completed checklists are to be stored in the Medical Folder (2/2) located in the admin office.

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

In addition, each classroom has a 'medical box' containing Epipen/s and asthma inhaler/s where appropriate. A copy of the appropriate Health Care Plan/s and Medicine Consent Form/s are held in a folder in the medical box, with the original held in the pupil's file in the admin office.

The admin office is designated as the 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, telephone, chair

## Emergency Arrangements

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 a suspected fracture
- 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 administering an EpiPen (health care plans in place for these children)
- When a Health Care Plan is in place and describes a situation that requires that an ambulance must be called

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 attendance at hospital
- it is a head injury that causes concern

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 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/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.

## Out of hour 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.

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. This is managed by Jackie Moore who will ensure that these arrangements are recorded in the lettings/hire agreement.

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

<b>Records</b>	
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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 (e.g. bump on head etc.)
- Treatment provided and action taken

