

# Springwood Infant and Junior School Federation

*TOGETHER WE LEARN, TOGETHER WE GROW*



## First Aid Policy

Statutory Policy

Approved By: Governing Body  
(Part of Health and Safety Policy)

Effective Date: September 2024

Review By: September 2025

Stay Safe,  
Treat Others How You Wish to be Treated,  
Try Your Best and be Proud

**First-Aid Policy**  
**Children's Services and Safety Team**  
**October 2021 – Version 3**

<b>Name of School</b>	Springwood Infant and Junior School (Federation)
<b>Date of Policy Issue/Review</b>	September 2024
<b>Name of Headteacher</b>	Mrs J Livingstone
<b>Signature of</b>	

**Policy Statement**

Springwood Infant and Junior School (Federation) 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 Springwood Infant and Junior School Federation is held by the Headteachers who are the responsible managers.

All first aid provision is arranged and managed in accordance with Schools Health and Safety First Aid Guidance – Schools (September 2015 Version 1)

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**

The Headeacher 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.

**Appointer Person / School First Aid / Paediatric Trained Staff**

At Springwood Federation there are five appointed persons / school first aid trained staff who are as follows with expiry dates:

- Kim Simmons - First Aid at Work (27.2.27)
- Kelly Race - First Aid at Work (1.12.26) and Paediatric First Aid (18.6.26)
- Sarah Johnson - Paediatric First Aid (9.10.26)
- Suzanne Richardson – Paediatric First Aid (21.11.25)
- Jo Parker – Paediatric – Paediatric First Aid (18.6.26)

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

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.

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

At Springwood Federation there are 17 emergency first aiders who are as follows (Training expires September 2026). New staff will be provided training as appropriate:

Forename	Surname
Ellen	Acres
Sam	Ashman
Nadine	Bunyan
Kerry	Carter
Aimee	Clements
Victoria	Courtney
Helen	Craven
Becky	Dodge
Carrie	Evans
Liz	Evans
Ellen	Friend
Eleanor	Goodwin
Samantha	Graham
Lucy	Hawkey
Jane	Martin
Kerstin	Newton
Marie	Oulds
Sarah	Sadler
Janette	Scott
Victoria	Soares
Wilds	Charlotte

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

- The number of kits supplied are within the guidance of first aid risk assessment requirements.
  - These first aid kits will be situated at Medical Rooms based at the Infant and Junior School and additional medical kits are situated in each of the infant school classrooms
- The travel first aid kits are supplied within the guidance of first aid risk assessment requirements.
  - These travel first aid kits will be located in Medical Room Infant and Junior School

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

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

The Medical Room 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, wash facilities, first aid kits, mediwipes, vomit bowls, chairs)

<b>Emergency Arrangements</b>	
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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
- Specific medical condition that indicated that further medical treatment was required

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
- Uncertainty to the wellbeing of the child parent is contacted to confirm whether they need to take further medical advice

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).

## CHILDREN'S SERVICES HEALTH & SAFETY

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.

### Out of hour and Trips

The first-aid arrangements for all school managed and organised after school activities (parent 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 Personnel and Finance Officer 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 offsite visits risk assessments. 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.

### 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

### 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>

## Appendix 1

The table below is HSE'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 work place it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number & type of first aid staff to be available on site at any time
<b>Lower Hazards</b> 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> e.g. light engineering, assembly work, food processing, warehousing, work with dangerous	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)

## CHILDREN'S SERVICES HEALTH & SAFETY

equipment or sharp instruments, construction, chemical manufacture	more than 50	One additional first aider for every 50 persons or part thereof
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The second table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations the level of provision will be very different dependent on the risk.

	Secondary Sch – 1588 pupils / 150 staff		Primary Sch – 320 pupils / 26 staff	
First-aid personnel	Required Y/N	Number needed	Required Y/N	Number needed
<b>First-aider with first aid at work (FAW) Certificate</b>	Yes	At least 2 on duty at all times people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision	No	0
<b>First-aider with an emergency first aid at work (EFAW) certificate</b>	No	0	Yes	At least 2 on duty at all times while people are at work.
<b>First-aider with additional training (specify)</b>	Yes	Indicates first-aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider AED training.	Yes	Indicates first-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFA qualified staff or alternatively staff can be trained in paediatric first aid.
<b>Appointed person</b>	No	0	No	0
First-aid equipment and facilities	Required Y/N	Number needed	Required Y/N	Number needed
<b>First-aid Container</b>	At least 3	In locations easily accessible to the whole school	At least 2	Locations easily accessible across the school
<b>Additional equipment (specify)</b>	AED	May be required if number of pupils/staff with history of cardiovascular problems.	No	0
<b>Travelling first-aid kit</b>	Yes	At least 1 per vehicle	No	0
<b>First-aid room</b>	Yes	1	Yes	1

### Appendix 2

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS
<b>Name of Premises/Organisation/School</b>		<b>Springwood Federation</b>
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	Primary School premises, across 2 locations on 1 site. Main risks: child accident and office working. Full risk assessments completed in accordance of requirements.

## CHILDREN'S SERVICES HEALTH & SAFETY

2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	Risk assessments completed in accordance with requirements to specific risks, actions implemented to lower and monitor risks
3	Are large numbers of people employed on site?	50 employees on site
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Accidents monitored in accordance with guidance and reported under H+S regulations. Accident analysis conducted and reported to governing body
5	Are there staff/children on site who have disabilities or specific health problems?	Health care plans and medical health documents completed in accordance with medicines in school.
6	Are there clients or service users on the site who may need first aid?	Yes – specific plans completed and procedures in place
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	Yes
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	Appropriate level of First Aiders on site and Emergency Aid trained staff
9	Do you have any work experience trainees?	No
10	Are there a number of inexperienced or young staff/workers/visitors on site?	No
11	Do the number of people on site vary throughout the day? Are extra first aiders needed for peak periods?	Yes Number of first aiders additional to requirements
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	Yes
13	Do you work on a site occupied by other organisations and share first aid arrangements?	No
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Emergency services within 10 mile radius Approximate attendance time – 8 minutes
15	Do some staff work alone or remotely (including contracted home workers)?	Yes – procedures in place to ensure health and safety requirements are met
16	Do you have service users aged five years of age or younger?	Yes
17	Do members of the public visit your premises?	Yes
18	Do you have any employees with reading or language difficulties?	No

**Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.**

Part 2	<b>SUMMARY OF REQUIRED FIRST AID PROVISION</b>		
Name of Premises/Organisation/School		Springwood Federation	
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement	
Qualified First Aider	0 required – 2	0	
Emergency First Aider	2 required – 18	0	
School First Aid Trained	2 required – 2	0	
Paediatric First Aid Trained	1 required – 4	0	

**CHILDREN'S SERVICES HEALTH & SAFETY**

<b>Appointed Person</b>	<b>0 required – 0</b>	<b>0</b>	
<b>Other:</b> (Please specify)  <i>(Note: This is not to include any training requirements for medicine administration)</i>			
<b>First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of First Aid Kits</b>	
<b>Yes / No</b>	<b>14</b>	<b>Each Classroom</b>	
<b>Travel First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of Travel Kits</b>	
<b>Yes</b>	<b>10</b>	<b>Across Federation</b>	
<b>First Aid Rooms/Areas</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>	
<b>Yes</b>	<b>2</b>	<b>1 x each school</b>	
<b>Defibrillator / Additional Equipment</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>	
<b>Yes (list)</b>	<b>2</b>	<b>1 in each office</b>	
<b>First Aid Needs Assessment Completion</b>			
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate		
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>	
Jo Livingstone		September 2024	
<b>Assessment reviews</b>	Set future review dates & sign/comment upon completion		
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>
Annually or as required Sept 2024	Kim Simmons		

**Appendix 3**

<b>CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003</b> <b>First Aid Kit Checklist</b>
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Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

<b>First Aid Kit Checklist</b>			
<b>Location of First Aid Kit/Box</b>	Completed and monitored by First Aid assigned staff member		
<b>Vehicle &amp; Registration No.</b> <i>(if applicable)</i>			
<b>Identity No. of First Aid Kit/Box</b> <i>(if applicable)</i>			
<b>Date of Initial First Aid Kit/Box Check</b>			
<b>Name of Assessing First Aider</b>			
<b>Contents Check</b>			
	<b>Minimum</b>	<b>Required</b>	<b>Actual</b>

**CHILDREN'S SERVICES HEALTH & SAFETY**

No.	Premises First Aid Box	Required	Quantity	Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		
Additional Checks				
1	Are all items of first aid within expiry date?	YES		NO
2	Are all items of first aid in good, undamaged condition?	YES		NO
3	Is the first aid kit/box in good condition & undamaged?	YES		NO
4	Is the location of the first aid kit/box clean and accessible?	YES		NO
5	Is the first aid location sign present & in good condition?	YES		NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES		NO
Summary of Actions				
<b>FIRST AID KIT PASSED (eg. 3-MONTH) CHECK &amp; NO ACTION REQUIRED</b>		YES		NO
<b>Actions required if 'NO'</b>				
<b>Name of Assessor</b>		<b>Signature of Assessor</b>		<b>Assessed Date</b>
Follow-up Actions				
<b>REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED</b>		YES		NO
<b>Name</b>		<b>Signature</b>		<b>Date</b>

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance  
**Required Quantity** – Your own contents requirements based upon your selected size of first aid kit  
***Quantities are to be locally inserted before the form is issued or used***  
**Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit