First Aid Policy

Approved by the Governing Body: September 2026
Review Date: September 2027

1. Policy Statement

Wickham CE Primary School is committed to ensuring the health, safety and welfare of all pupils, staff, visitors and contractors. The school will comply with all relevant legislation regarding the provision of first aid and will provide adequate and appropriate facilities, equipment and trained personnel to enable first aid to be administered effectively. This policy extends, wherever reasonably practicable, to all children and adults who may be affected by the school's activities.

Responsibility for first aid at Wickham CE Primary School is delegated by the Governing Body to the Headteacher, who is responsible for ensuring that suitable arrangements are in place and reviewed regularly.

2. Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure staff are aware of their responsibilities in relation to first aid.
- Provide a framework for responding to illness, injury and medical emergencies.
- Ensure appropriate first aid provision is available at all times.
- Ensure incidents are appropriately recorded, reported and reviewed.
- Promote confidence amongst staff in responding to accidents and emergencies.

3. Legislation and Guidance

- The Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Social Security (Claims and Payments) Regulations 1979.
- The School Premises (England) Regulations 2012.

- The Statutory Framework for the Early Years Foundation Stage (EYFS).
- Department for Education guidance on First Aid in Schools.
- Health and Safety Executive (HSE) guidance.

4. First Aid Needs Assessment

The school will undertake a First Aid Needs Assessment to determine the level of first aid provision required across the site. The assessment will be reviewed annually and whenever there is a significant change to the school's activities, staffing, premises or pupil needs. The Hampshire Children's Services First Aid Needs Assessment Form will be used as part of this process.

The assessment takes account of:

- The size and layout of the school site.
- Numbers of staff and pupils.
- Educational visits and off-site activities.
- Pupils and staff with medical conditions.
- After-school activities and lettings.
- Accident history and identified risks.
- The proximity of emergency services.

5. Roles and Responsibilities

5.1 The Governing Body

The Governing Body has overall responsibility for health and safety matters within the school and delegates day-to-day management to the Headteacher.

5.2 The Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Ensuring there are sufficient trained first aiders available.
- Ensuring training remains current.
- Providing appropriate facilities and equipment.
- Ensuring staff understand first aid procedures.
- Reporting incidents to the HSE where required.
- Reviewing the effectiveness of first aid provision annually.

5.3 First Aiders

Qualified first aiders are responsible for:

- Responding to accidents and illness.
- Assessing injuries and providing appropriate treatment.
- Determining whether further medical assistance is required.

- Summoning emergency services when necessary.
- Completing accident records.
- Maintaining their qualifications.

5.4 All Staff

All staff are responsible for:

- Following school first aid procedures.
- Seeking assistance from a trained first aider when required.
- Reporting accidents promptly.
- Informing leaders of any health condition that may affect their ability to provide support in emergencies.

6. First Aid Provision

The school maintains first aid provision that exceeds minimum statutory requirements. Current provision includes:

- A designated medical room adjacent to the school office.
- A secondary first aid area within the KS1 area.
- Multiple fixed first aid kits around the school.
- Portable first aid kits for educational visits.
- First aid provision within the school minibus.
- An automated external defibrillator (AED) located in the school office.
- Spare Adrenaline Auto-Injectors (AAIs) located in the school office for emergency use in accordance with Department for Education guidance.

A list of current qualified staff will be maintained separately within the Health and Safety Training Record and displayed in key locations around the school.

The administration of medicines is covered within the school's Supporting Pupils with Medical Conditions Policy. First aid does not normally include the administration of medication except where staff are trained and authorised to do so in accordance with an agreed healthcare plan.

The school maintains emergency medication, including spare Adrenaline Auto-Injectors (AAIs), in line with current Department for Education guidance.

7. First Aid Procedures

7.1 In School

In the event of an accident:

1. The nearest member of staff will assess the situation.
2. A qualified first aider will be summoned where necessary.
3. The first aider will administer appropriate treatment.

4. The first aider will determine whether emergency services are required.
5. Parents/carers will be informed when appropriate.
6. An accident record will be completed as soon as reasonably practicable.

7.2 Calling an Ambulance

A first aider must always call an ambulance:

- In the event of a serious injury.
- Following a head injury where there is loss of consciousness, deterioration in condition, seizure activity, suspected skull injury, or where emergency medical treatment is considered necessary by the attending first aider.
- Where there has been a loss of consciousness.
- Where a fracture is suspected.
- If the person's condition deteriorates.
- Whenever the first aider is uncertain about the severity of an injury or the appropriate treatment.

7.3 Management of Medical Emergencies

The school maintains individual healthcare plans where required and ensures that staff receive appropriate training to support pupils with identified medical needs. In a medical emergency, staff will follow the pupil's healthcare plan where one exists, seek assistance from a trained first aider, and contact emergency services where necessary. Emergency medication and equipment, including spare Adrenaline Auto-Injectors (AAIs) and the school's Automated External Defibrillator (AED), will be used by suitably trained staff in accordance with current guidance. First aid arrangements are reviewed alongside healthcare plans and risk assessments to ensure adequate provision is maintained.

7.4 Head Injuries

All head injuries will be assessed by a trained first aider. Parents/carers will be informed of any significant bump to the head and advised of symptoms to monitor. The school reserves the right to request collection if a pupil is unwell following a head injury.

7.5 Collection from School

If a child is assessed as too unwell to remain in school, parents/carers will be contacted and asked to collect their child. The first aider will provide advice regarding any recommended next steps.

8. Communicating with Parents

Parents/carers will normally be informed where:

- First aid treatment has been provided beyond routine minor care.
- There has been a head injury.
- There is concern about a pupil's wellbeing.

- Hospital treatment is required.
- Emergency services have been contacted.

Where parents cannot initially be contacted, repeated attempts will be made using all available emergency contact numbers. If hospital treatment is required, an appropriate member of staff will accompany the child until a parent/carer arrives.

9. Educational Visits, Sporting Activities and Lettings

Educational visits will be planned through the EVOLVE process and will include consideration of first aid arrangements and medical needs. Appropriate first aid equipment and trained staff will accompany visits.

At least one paediatric first aider will accompany visits involving EYFS pupils.

The first aid needs of after-school clubs, sporting fixtures, performances and community lettings will be considered individually and additional arrangements made where required. First aid expectations for hirers will be identified within lettings agreements.

10. First Aid Equipment

First aid equipment is regularly inspected and replenished.

Fixed first aid kits are located in:

- Medical Room
- School Office
- School Kitchen
- Maple Room
- Other designated locations as identified through risk assessment.

Portable kits are available for:

- Educational visits
- Sporting fixtures
- Off-site activities
- School minibus use

The contents of first aid kits will meet or exceed HSE recommendations. No medicines are routinely stored in first aid kits.

11. Record Keeping

All accidents requiring first aid treatment will be recorded and include:

- Name of injured person.
- Date and time.
- Nature of injury.

- Treatment provided.
- Action taken.
- Name of attending first aider.

Accident records will be retained in accordance with statutory requirements and the school's record retention schedule.

Accident records will be reviewed periodically by the Headteacher and Health and Safety representatives to identify any trends, recurring hazards or additional risk control measures that may be required.

12. Reporting to the HSE (RIDDOR)

The Headteacher, or delegated member of staff, will ensure reportable incidents are notified to the Health and Safety Executive in accordance with RIDDOR requirements. This includes specified injuries, occupational diseases, dangerous occurrences and incidents resulting in hospital treatment where required by legislation.

13.Training

The school will ensure an appropriate number of staff hold current qualifications in:

- First Aid at Work.
- Emergency First Aid at Work.
- Paediatric First Aid.
- Other specialist training identified through risk assessment and pupil medical needs.

Training records will be maintained and monitored to ensure qualifications remain current. Refresher training will be arranged before certificates expire.

At least one person holding a current Paediatric First Aid certificate will be available whenever EYFS pupils are on site, as required by the EYFS Statutory Framework.

14.Monitoring and Review

This policy will be reviewed annually by the Headteacher in consultation with relevant staff and governors.

The effectiveness of first aid provision, accident trends, staffing levels, training and equipment will also be reviewed annually as part of the school's health and safety monitoring procedures.

15. Related Policies

This policy should be read alongside:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

- Educational Visits Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Intimate Care Policy (where applicable)

Appendix 1

Current numbers of trained first aiders are maintained within the school's Health and Safety training records and reviewed annually as part of the First Aid Needs Assessment process.

Part 1	**ASSESSMENT OF FIRST AID NEEDS**	
Name of Premises/Organisation/School		**Wickham CE Primary School**
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?	*Risks of injury are largely minor cuts, grazes and bruises.*
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, Kitchens, etc)	*Work with hazardous substances and tools is only undertaken by the caretaker and contract cleaners outside school hours. The COSHH register is kept up to date and located in the school office. Children are prohibited in school Kitchen.*
3	Are large numbers of people employed on site?	*There are 55 members of staff employed at the school including pre school staff and wrap around staff. Our catering provider and contract cleaning company also employ a small number of staff.*
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	*Accidents are mainly minor resulting in cuts or grazes.*
5	Are there staff/children on site who have disabilities or specific health problems?	*We have one child with specific health needs who has 1:1 LSAs. Another with a medical condition which requires continuous monitoring throughout the day.*
6	Are there clients or service users on the site who may need first aid?	*Their needs are satisfied by the first aid cover available at the school.*
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	*First Aid cover is available at the beginning and end of the day as there is always a member of the admin staff on site and they are all trained. Lunch and break times are covered by LSAs and Lunchtime Supervisory Assistants for minor first Aid with office staff available for assistance if required.*

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?	*The site consists of a large single story building. There are two first aid rooms. The principal first aid room is next to the school office and can be accessed from all areas of the school.*
9	Do you have any work experience trainees?	*From time to time work experience students are in school and we have volunteers in school on a regular basis.*
10	Are there a number of inexperienced or young staff/workers/visitors on site?	*Very low numbers*
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	*Staff numbers are consistent during school hours i.e 8.30 am – 3.30 pm. This reduces after this time to office and teaching staff.*
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	*The caretaker is the only member of staff who works shifts. He is not alone on site during term time but there are occasions during the school holidays where he is alone. He carries a mobile phone with him at all times.*
13	Do you work on a site occupied by other organisations and share first aid arrangements?	*Pre school and wrap around care is managed by school staff*
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	*The school is within 400 yards of a doctor's surgery, 5 miles of a hospital. A defibrillator is located in the school office*
15	Do some staff work alone or remotely (including contracted home workers)?	*Staff work alone in their classrooms at the beginning and end of the day.*
16	Do you have service users aged five years of age or younger?	*Pre school pupils and Year R pupils onsite*
17	Do members of the public visit your premises?	*Parents and other family members visit the premises every day. There is sufficient First Aid Cover for these visitors and an onsite defibrillator*
18	Do you have any employees with reading or language difficulties?	*No*

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION

Name of Premises/Organisation/School	Wickham CofE Primary School

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	**N/A**	**N/A**
Emergency First Aider	**1**	**3 trained**
School First Aid Trained	**3**	**2 (currently 3 onsite)**
Paediatric First Aid Trained	**1**	**2 (currently 15 onsite)**
Appointed Person	**1**	**3**
Other: (Please specify) *(Note: This is not to include any training requirements for medicine administration)*		

First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes	**4**	**First Aid Room KS1** **Office** **School Kitchen** **Maple Room**

Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes	**2**	**School Office** **School Minibus**

First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes	**2**	**Reception Area** **KS1 Area**

Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
Yes	**1**	**School office**

First Aid Needs Assessment Completion			
Manager's comments	Insert comments relevant to assessment as appropriate		
Name of Manager	**Signature of manager**	**Date**	
Graham Cutter		**September 2026**	
Assessment reviews	Set future review dates & sign/comment upon completion		
Review date	**Reviewed by**	**Reviewer signature**	**Remarks**
September 2027			