

ST MARY'S BENTWORTH CE PRIMARY SCHOOL FIRST-AID POLICY

Date of implementation: July 2025

Date of Review: **July 2026**



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<i>Ownership:</i> First-Aiders; Resources Committee; Head teacher	<i>Linked to:</i> Health & Safety inc Accident and Reporting procedures; Supporting Pupils with Medical Conditions, Child Protection and Safeguarding Policies; Hall Hire Policy
<i>Review Committee:</i> Education Committee, Head teacher	
<i>Communicated to:</i> Staff	
<i>Evaluation:</i> (inc links to evidence)	

<i>Introduction</i>	
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Policy Statement

St Mary's Bentworth CE 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 St Mary's Bentworth CE Primary School is held by Mrs Jo Ayres Head Teacher, the Responsible Manager and delegated to Office Administrators, currently Lisa Lane/Judy Totman.

All first-aid provision is arranged and managed in accordance with 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, which will be reviewed periodically or following any significant changes that may affect first aid provision
- 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 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. All current certificates for first-aid trained staff are displayed in the Medical Room.

School First Aid Trained Staff

At St Mary's Bentworth CE Primary School there are first-aid trained staff; all teaching and learning support staff receive first-aid updates on a regular basis.

Emergency First Aiders

At St Mary's Bentworth CE Primary School our **emergency first-aiders** are listed below:

- Gemma Newbury, Senior Admin Assistant
- Judy Totman, Admin Assistant

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first-aid kit inspections).

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.

At St Mary's Bentworth CE Primary School our **paediatric first-aiders** are listed below:

- Charlotte Baker – Deputy Head Teacher
- Maninder Matharu, LSA/BC
- Lisa Lane, Office Admin/ASC
- Laura West, LSA/BC/ASC



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).

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

- 4 larger first-aid kits on the premises
 - These first-aid kits will be situated at First-Aid room, Outside Disabled/Staff Toilet, Year 1/R Classroom and the Jubilee Hall
 - The first-aid kit in the Medical Room is taken out with the Grab Bag on evacuation
- Travel first-aid kits for use on site, school trips and travelling as appropriate:
 - 2 travel first-aid-kits will be located in Medical Room and are available for school trips
 - 2 travel first-aid kits held on each mini-bus
 - 1 small first-aid kit located in Main Kitchen in Jubilee Hall
 - 1 small first-aid kit located in Caretaker's area
 - Small first-aid kits are available in every classroom

It is the responsibility of the emergency/qualified first-aiders/appointed persons to check the contents of all first-aid kits periodically and record findings on a First-Aid Kit Checklist. Completed checklists are kept in the School Office.

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, first-aid kit, bed, safety bins, refrigerator

Emergency Arrangements	
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Please refer to Accident folder in medical room for detailed procedure following an accident.

Upon being summoned in the event of an accident, the first-aider/emergency first-aider 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/emergency first-aider 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 cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents at least 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 hours and Trips	
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The first-aid arrangements for all school managed and organised after or before 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/risk 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 coordinate the first-aid arrangements with the hirer. This is managed by the Hall Hire Management Committee of governors who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visits are included in the Risk Assessment. There 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	
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All accidents requiring first-aid treatment are to be recorded on CPOMS 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