



## **First Aid Policy.**

Date approved by the Full Governing Body: - February 2026

Date of review: - February 2027

### **Policy Statement.**

Alton Infant 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 Alton Infant School is held by Richard Mead who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Hampshire Children's Services Safety Guidance Procedure SGP. 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 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.

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

At Alton Infant School there are five paediatric first aid trained staff who are as follows:

- Karen Cooper – Reception
- Kerry Tigwell – Reception
- Nicola Leach – Reception
- Tracy Bird – Breakfast Club, Lunchtime Play Leader and Nest Class.
- Vicky Cox - Breakfast Club and Lunchtime Play Leader
- Michelle Winzar – Year 1

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.

### **Further First Aid Provision and trained staff.**

All staff (including those above), except for Lily Hill-Venning, Peter Davies and Amy Willis, have received First Aid training in order to administer First Aid to children or adults. This training also included anaphylactic, epilepsy and asthma training. Trained staff are also 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. Further whole staff First Aid training is due to take place on 22<sup>nd</sup> May 2026.

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

- One main first aid kit on the premises.
- This first aid kit will be situated in the first aid room in the back of the school library.
- Four travel first aid kits
- These travel first aid kits will be located in the first aid room in the back of the school library room.
- It is the responsibility of the appointed person (Maria Hobbs) to check the contents of all first aid kits half termly and record findings on the Children's Services First Aid Kit Checklist.
- Completed checklists are to be stored in the First aid file.
- The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.
- The first aid room is designated for treatment, sickness and the administering of first aid.

The first aid room has the following facilities:

- first aid kit
- accident/medicine file
- bumped head notification letters
- blankets
- running hot and cold water
- chair
- disposable waste management bin
- buckets/sick bowls
- designated dust pan & brush
- lockable unit for prescribed medicines – inhalers
- antibacterial soap
- mini fridge for ice packs
- information documents

## **Emergency Arrangements.**

Upon being summoned in the event of an accident, the 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 is to always call an ambulance on the following occasions:

- In the event of a serious injury/ allergy reaction – anaphylaxis.
- 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 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.

## **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) – Alton Infant School: Bumped head protocol.
- Treatment provided and action taken.