

Stoke Park Infant School

First Aid Policy 2026-2027



Approved by	FGB
Reviewed date	June 2026
Next review date	Summer 2027
Responsible person	Headteacher
Committee responsible	FGB
Regularity of review	Annual

Policy Statement

Stoke Park 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 Stoke Park Infant is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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 aiders 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 qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations, including the EYFS guidance regarding safer eating.

Qualified Paediatric & First Aid at Work Staff

At Stoke Park Infant School we have the following qualified paediatric & first aid at work first aiders:

Annette Rowland (Nominated Qualified First Aider)

Marie Longman

Liz Cossey

Kerry Andrews

Sharon Warner

Leanne Scott

Jo Emond

Aaliyah Lowman

Veronika Hewlett

Sara Mangan

Katie Hopper

Karen Treharne

Alison Bath

Helen Byrne

Emma Church

Nicki Thompson

These staff 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.

The Qualified First Aider is someone who has been trained and holds a First Aid at Work certificate gained from an approved course.

First Aid Provision

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

- 14 first aid kits and 3 travel first aid kits on the premises. These first aid kits will be situated at:
 - Cosy Corner (first aid room)
 - Each classroom
 - Hall
 - Library
 - Bees (RP)

It is the responsibility of the Qualified First Aider to check the contents of all first aid kits every term and record the findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the cabinet in Cosy Corner.

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

‘Cosy corner’ 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:

- Small Bed or bean bag seat
- Running water
- First aid kit
- Telephone
- Chair
- Fan

Emergency Arrangements

Upon being summoned in the event of a significant 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
- 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 who receives a more significant injury; 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 significant first aid treatment
- Requires attendance at hospital or walk in centre
- Any bump to the head a letter sent home and child will wear a bumped head wristband to alert staff in school to a head bump

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 the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- Parents to be contacted in the event of a big head bump or more serious injury

Any more serious incident/accident resulting in hospital treatment **MUST** be recorded on the Hampshire Health and Safety returns and an incident log completed.

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