



First-Aid Policy

Children's Services and Safety Team
Version 1 – October 2014

Name of Unit/Premises/Centre/School	Braishfield Primary
Date of Policy Issue/Review	February 2026 – February 2026
Name of Responsible Manager/Headteacher	Natalie Alldred
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Braishfield Primary 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 Braishfield Primary is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the 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
 - 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 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	
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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.

Appointed Persons

At Braishfield Primary there is one appointed person who are as follows:

- Headteacher

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

School First Aid Trained Staff

At Braishfield Primary there are 11 school first aid trained staff (as well as 1 lunchtime supervisor and 1 after school care provider) who are as follows:

- Belinda Bysouth
- Amanda Cooper
- Natalie Alldred
- Holly Niles
- Mel Doherty
- Karen Sherfield
- Janis Moore
- Gemma Quarendon
- Holly Allen
- Naomi Wortham
- Katharine Ewens
- Hattie Ewens
- Jenny Sanders

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults.

This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**

- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aiders

At Braishfield Primary there are 2 emergency first aiders who are as follows:

- Katharine Ewens
- Holly Allen

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 (e.g. first aid kit inspections).

Qualified First Aiders

At Braishfield Primary there is 1 qualified first aider who is as follows:

- Katharine Ewens

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 (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Braishfield Primary there are 7 paediatric first aid trained staff and 1 after school care provider who are as follows:

- Natalie Alldred
- Naomi Wortham
- Karen Sherfield
- Mel Doherty
- Katharine Ewens
- Holly Allen
- Hattie Ewens
- Jenny Sanders

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.

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

- 2 first aid kits on the premises

- These first aid kits will be situated at Disabled Toilets and the school office
- 6 travel first aid kits
 - These travel first aid kits will be located in Disabled Toilets / class rooms / and by the door to the playground (near LAC/BAC)

It is the responsibility of Gemma Quarendon to check the contents of all first aid kits every 6 months and record findings on the First Aid Kit Checklist. Completed checklists are to be stored electronically.

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

The School Office 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:

- First aid kit.

In the school office there is also a defibrillator which all first aid trained staff have been given instruction in. Running water is available in the disabled toilet where there is also further first aid supplies.

Emergency Arrangements	
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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

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
- bumped head
- 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	
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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 (e.g. bump on head etc)
- Treatment provided and action taken

* Minor head bumps only need to be recorded on a head bump sheet** with name of child, adult who treated the child, date and briefly what happened. Please see Appendix 1 on the school's head bump procedure for full details.

**Please see Appendix 2 for a copy of the head bump record sheet.

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

Head Bumps and Injuries Procedure

Head Bumps and Head Injuries

A head bump is a frequent occurrence in the school playground at break and lunch times, and during PE and sports. Fortunately, the majority are mild. However, ALL head bumps/injuries have the potential to be serious and should therefore be checked by a first aider. At Braishfield Primary school ALL adults trained in first aid are considered first aiders in this instance. Therefore, all staff are responsible for assessing the severity of a head bump/injury.

All bumps to the head should also be recorded – **by the person who first speaks with the child**. A significant number of head bumps are very minor and as such should be noted by recording name and date details on the 'Head Bump' record sheet. Any head bump requiring a more significant level of treatment than a paper towel should be recorded in the accident books. In addition, the school office should be made aware of ALL bumps to the head so that email messages can be sent home to parents. (The reason we inform parents when a child bumps their head is so that parents can keep an eye on their child once they get home from school as it is possible for a more serious internal injury to occur with no obvious symptoms apparent for several hours).

Common sense should be applied in all head bump/injury cases and the child should be treated as an individual and not just driven by the distinctions detailed below.

Minor head bumps

Most head bumps are minor. If a bump to the head shows no physical signs - i.e. there is NO:

- Bruising or swelling,
- Abrasion or mark of any kind,
- Mild dizziness, headache or confusion,
- Nausea or vomiting
- and the child appears well,

Then this can be treated as a minor 'head bump'. A cold wet paper towel can be applied if needed, the incident should be recorded on the 'Head Bump' record sheet, and a pre-formatted email sent to parents through the office. The wording of the pre-formatted message is as follows:-

**Student name* has bumped their head today. There is no cause for concern, we will contact you if the situation changes. <https://www.nhs.uk/conditions/minor-head-injury>*

Minor head injuries

A minor head injury is usually when a bump or bruise, or a mark of some kind is evident on the exterior of the head following a bump. However, the child may also complain of mild:

- Nausea
- Headache
- Tenderness at point or mild swelling
- Mild dizziness.

This should be treated as a minor 'head injury' and the child should be sat down and told to rest, and an ice pack applied to the area. An 'I've bumped my head' sticker should be given, so that all staff are aware that the child has had a bump to the head and an eye can be kept on the child*. The incident should be recorded in the school accident book. If concerned, parents should be called to collect the child (so the child can be monitored at home). If not, then the pre-formatted email must be sent to parents through the office (as done with a minor head bump see above).

*If the child is remaining in school the AVPU scale should be used to monitor any changes that may be cause for concern (see below).

Awake	Patient is awake
Verbal	Patient responds to a verbal stimulus
Pain	Patient responds to a pain stimulus
Unresponsive	Patient is unresponsive to stimulus

Severe head injury

A severe head injury is when 1 or more of the following symptoms is present:

- Unconsciousness even briefly
- Difficulty staying awake
- Seizure
- Slurred speech
- Visual problems
- Disorientated
- Confusion
- Balance problems
- Loss of power in arms or legs
- Pins and needles
- Amnesia

- Clear fluid coming from nose or ears
- Vomiting
- Neck pain

In such instances call 999 for an ambulance and let the parents know. Ensure someone stays with the child at all times. A full accident report should be recorded.

