

FIRST AID POLICY 2025**Shepherds Down School**

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Name of Unit/Premises/Centre/School	Shepherds Down School
Date of Policy Issue/Review	September 2025
Name of Responsible Manager/Headteacher	Debby Gooderham
Signature of Responsible Manager/Headteacher	

Policy Statement

Shepherds Down 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 Shepherds Down is held by Debby Gooderham 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 (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	
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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.

Paediatric First Aiders *(Those completing the 1-day emergency first aid course)*

At Shepherds Down School there are paediatric first aiders who respond to children's first aid needs. These are as follows:

- Emma Mobsy
- Jackie Algar

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- Robyn Foley
- Megan Burden

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 *(Those completing the 3-day first aid course/First Aider at work course)*

At Shepherds Down School there are qualified first aiders who can support both staff and children's first aid needs. They are as follows:

- Pet Rawlings
- Debby Gooderham
- Jo Whaites
- Trudy Hill

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 Shepherds Down School there is always staff trained in Paediatric First Aid present in each Early years Class.

This training is 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:

- 6 first aid kits on the premises
 - These first aid kits will be situated at Medical room, Cookery room, School kitchen, Infant changing room, Junior changing room and Hydro pool
- 3 travel first aid kits in vehicles
 - These travel first aid kits will be located in each minibus

It is the responsibility of Pet Rawlings to check the contents of all first aid kits every six months, the kits that are used more often will have a 3 month check and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Health and Safety file.

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

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:

- Bed, running water, first aid kit, telephone, chair, lockable medical cabinet and fridge.

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration and, in the case of an accident, appropriate emergency treatment commensurate with their training. Emergency treatment in relation to a child's medical condition e.g. epilepsy is usually provided by the school nurse who is on site at all time. 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/school nurse 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

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- 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 situations where the Health care plans dictates this should occur.

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 can not 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 can not be contacted prior to attendance, the qualified first aider/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 hour and Trips	
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The first-aid arrangements for all school managed and organised after 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 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 co-ordinate the first-aid arrangements with the hirer. This is managed by Brian Marriott who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the Offsite risk assessment for each event. These 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 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

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>

