



Dream Big, Aim High  
& Make a Difference

# Potley Hill Primary School

## First Aid Policy

### Introduction

#### Policy Statement

Potley Hill 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 Potley Hill Primary School is held by Natalie Wallace who is the Headteacher/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 and 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

The Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid 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 Potley Hill Primary School there are 2 Appointed Persons who are as follows:

- Natalie Wallace
- Valerie Conroy

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 Potley Hill Primary School there are 16 school first aid trained staff who are as follows:

- Jeannie Kent
- Melissa Fellowes
- Tarnya Wilson
- Natalie Wetherill
- Sally Wheeler
- Debra Dallibar
- Dawn Watson
- Nicole Price
- Debbie Horton
- Jayne Maxwell
- Pauline Ashfield
- Shireen Tondelli
- Bertha Tam
- Angela Poole
- Helen Brooks
- Silvia Fontana

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

At Potley Hill Primary School there are 2 emergency first aiders who are as follows:

- Valerie Conroy
- Lisa Wilding

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)*

At Potley Hill Primary School there are NO qualified first aiders.

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 Potley Hill Primary School there are 19 paediatric first aid trained staff who are as follows:

- Valerie Conroy
- Lisa Wilding
- Hannah Barton
- Jeannie Kent
- Melissa Fellowes
- Tarnya Wilson
- Natalie Wetherill
- Sally Wheeler
- Debra Dallibar
- Dawn Watson
- Nicole Price
- Debbie Horton
- Jayne Maxwell
- Pauline Ashfield
- Shireen Tondelli
- Bertha Tam
- Angela Poole
- Helen Brooks
- Silvia Fontana

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**

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

- The MAIN first aid kit is situated in the Medical Room. There is an additional kit in the Food Tech Room and another in the Outdoor Learning Lodge. Blue plasters are also kept in the Food Technology Room kit although pupils will be sent down to the medical room for anything more serious than small cuts.
- There is also 1 comprehensive travel kit that is used for residentials and a further 3 smaller travel kits for day trips/sports events. LTSAs also have small bumbags to use at lunchtimes.
- Each class also has its own basic first aid kit.

It is the responsibility of the school office staff to check the contents of all first aid kits at least every 6 months and ensure that any stock that is running low is promptly replenished.

The Medical Room is designated as the primary first aid room for treatment and sickness requiring specific support. The first aid room will have the following facilities:

- Running water, first aid kit, comfy chair, blankets
- Specific equipment required for children with specific conditions, (if required)

The administering of first aid treatment for minor injuries not requiring specific support will also take place in classes during lesson time and on the playground at morning break (duty staff). During lunchtimes the administering of first aid for minor injuries will take place either on the playground or in the spare Emerald classroom by LTSAs. In **all** cases, the nature of the injury and the treatment given are logged on a labelled Daily Medical Incident Report, which is collected from and returned to the School Office before and after lunchtime by the LTSA on First Aid duty. Parents are informed by email (or if needed by phone) if significant bruising/cuts/grazes occurs or any injury to the head. A sticker is given (to younger children particularly) so that all members of staff are aware that an injury has occurred.

Daily Medical Incident Reports are archived and new sheets issued on a termly basis.

Any care plans and medical information pertaining to identified children with known conditions/allergies can be found in the School Office/Medical room, or in the child's classroom. Access to medical records of all children in school is also available in the School Office.

***In addition to First Aid kits, a Mediana defibrillator is located within the school building near the School Office and the entrance to the School Hall. Instructions to be followed if required.***

## **Emergency Arrangements**

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 seek medical advice or 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 a suspected fracture
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- For any children with medical conditions whose symptoms are giving cause for concern and/or where their Individual Health Care Plan indicates that an ambulance should be called, e.g.:
  - A diabetic child exhibiting an extremely high or low glucose level
  - A severely allergic child having an anaphylactic reaction
  - An epileptic child if a seizure has lasted longer than is usual or is atypical
  - An asthmatic child whose symptoms are not improving through use of their reliever inhaler

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 treatment beyond basic first aid, e.g. cleaning of an area, plaster.
- 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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that a trained First Aider, Appointed Person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If 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 hour and Trips

The first aid arrangements for all school managed and organised after-school activities (parents evenings, clubs, school fetes, discos 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 the Senior Administrative Officer 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 individual risk assessments that are carried out. 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

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

**Reviewed: March 2026**

**Next Review: March 2027**