



First Aid Policy

Name of School	Crofton Hammond Junior School
Date of Policy Review	2026 Spring 2
Name of Headteacher	Rosie Leversidge
Signature of Headteacher	
Review Date	2027 Spring 2

Introduction

Policy Statement

Crofton Hammond Junior 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 Crofton Hammond Junior School 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 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.
 - o 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.
 - o 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 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 Crofton Hammond Junior School there is 1 Appointed Person who is:

Mrs Marilyn Aley

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 person are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Emergencies in School First Aid Trained Staff

At Crofton Hammond Junior School there are 17 school First Aid trained staff who are as follows:

Area	Staff	Qualification
Office	Marilyn Aley	First Aid at Work
Office	Teresa Allison	Emergency First Aid in Schools
Site	Paul Aley	Emergency First Aid in Schools
Teacher	Lizzy Gore	Emergency First Aid in Schools
Teacher	Charlotte Doole	Emergency First Aid in Schools
Teacher	Patsy Scarborough	Emergency First Aid in Schools
Teacher	Louisa Baldwin	Emergency First Aid in Schools
Teacher	Jay Hansell	Emergency First Aid in Schools
Teacher	Nicki Fisher	Emergency First Aid in Schools
ELSA	Alison Poole	Emergency First Aid in Schools
Teaching Assistant	Penny Nash	Emergency First Aid in Schools
Teaching Assistant	Helen Williams	Emergency First Aid in Schools
Teaching Assistant	Sharon Charter	Emergency First Aid in Schools
Teaching Assistant	Anne Weites	Emergency First Aid in Schools
Teaching Assistant	Carla Atkins	Emergency First Aid in Schools
Teaching Assistant	Hazel Kimberly	Emergency First Aid in Schools
HLTA	Angela Mansfield	Emergency First Aid in Schools
Lunchtime Supervisor	Lisa Wearn	Emergency First Aid in Schools

Qualified First Aiders *(Those completing the 3-day first aid course)*

At Crofton Hammond Junior School there is 1 qualified first aider who is as follows:

- Mrs Marilyn Aley – School Office Manager

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).

First Aid Provision

4 First Aid kits on the premises. These First Aid kits will be situated at:

- The Medical Room
- Lower School Corridor (next to Victory class)
- Upper School Corridor (next to Mary Rose class)
- School Kitchen (managed by Chartwells)

In addition, there are 6 'Off-Site' first aid kits (located in the medical room – for school trips)

It is the responsibility of the appointed person to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist.

Completed checklists are to be stored in the Health and Safety Inspections and Monitoring folder held in the school office.

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 medical room will have the following facilities: First Aid personnel, bed/seat, running water, First Aid kit, telephone (located in school office), parent/carers contact details (located in school office), record books, children medication, special bin for soils.

Please note Inhalers and Epi pens for children are to be stored in class rooms in a medical box for easy access.

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

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
- any head or facial injury

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 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).

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, 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 the Office Manager 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 risk assessments (Evolve.) These are reviewed for each trip and the level of First Aid provision is reviewed to ensure adequate cover is provided for the trip, 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