



## **GRANGE INFANT SCHOOL** **FIRST AID POLICY**

<b>Name of School</b>	Grange Infant
<b>Date of Policy Issue/Review</b>	November 2025
<b>Name of Responsible Manager (RM)</b>	Sam Myers, Headteacher (HT)
<b>Name of Health &amp; Safety Officer (HSO)</b>	Sue Fairs, School Business Manager (SBM)

### **Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### **Legislation and guidance**

This policy is based on the statutory framework for the Early Years Foundation Stage (EYFS), advice from the Department for Education (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Responsibility for first aid at Grange Infant School is held by the HT who is the Responsible Manager (RM). Management of the day to day running of first aid is held by the SBM who is Health & Safety officer (HSO).

## **Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment (FANA) to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the FANA will be reviewed annually or following any significant changes that may affect first aid provision
  - The Children's Services FANA Form will be used to produce the FANA 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 FANA
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the FANA
- Ensuring the above provisions are clear and shared with all who may require them

## **First Aid Training**

The RM will ensure that 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 FANA, and that they are adequately trained to meet their statutory duties.

## **Paediatric First Aid Trained Staff**

At Grange Infant School there are three paediatric first aid trained staff who are as follows:

- Mrs Kennell
- Mrs Smith
- Mrs Ward

Staff are in place to meet the EYFS statutory obligations for provision of first aid to those children aged 5 years old or younger.

## **School First Aid Trained Staff**

At Grange Infant School there are a variety of adults trained to 'First Aid in Schools' Level. These are as follows:

- Teaching Assistants/Learning Support Assistants/ELSAs
- Lunchtime Supervisory Assistants

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. The HSO is responsible for the re-ordering of essential First Aid Supplies, as identified on the First Aid Checklist, and notified by school staff.

## **Supporting Children with Medical Conditions**

At Grange Infant School the following are trained staff to support children with medical conditions:

- Miss Allison
- Mrs Bamfield

## **First Aid Provision**

Our FANA has identified the following first aid kit requirements:

13 first aid kits on the premises, these first aid kits will be situated at the Medical Room, Classrooms, Library, TJ's and The Aviary.

Portable first aid kits, these travel first aid kits will be located in the Medical Room (for taking on trips) and carried by the Lunchtime Supervisory Assistants when on lunchtime duty.

It is the responsibility of the using adult to check the contents of all first aid kits every time they use them and top up supplies that are needed from the stocks held in the medical room. All staff should inform the

HSO when stocks are running low in the medical room or they have taken the last of any supplies. Completed checklists are kept in the medical room.

### **First Aid for after school activities/off-site trips/visits**

The first-aid arrangements for all school managed and organised after school activities (parents' evenings, school fayres, 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 risk assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there are measures in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the HSO during the Health & Safety pre-hire check list conducted with the hirer, these arrangements are then recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the risk assessment and risk management record for off-site activities and educational visits in line with the Outdoor Education, PE and Sport Service guidance. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided, and that sufficient cover is retained at the school to cover those who stay on the premises.

### **Emergency Arrangements**

Upon being summoned in the event of an 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, further advice can be sought from the RM.

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 line with individual pupil care plans

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 bump) injury
- requires first aid treatment
- requires attendance at hospital
- is a child with significant medical needs / individual pupil care plan

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 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 first aider / a senior member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### **Automated External Defibrillators (AEDs)**

The school's AED is located in the medical room. AEDs, as work equipment, are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER). They are designed to be used by someone without any specific training, by following step-by-step instructions on the defibrillator at the time of use. The school will provide a short general awareness briefing session to all staff in order to meet their statutory obligations, provided by St John Ambulance, how to use a defibrillator;

St John Ambulance – <https://www.sja.org.uk/getadvice/first-aid-advice/how-to/how-to-use-a-defibrillator/>

### **Hygiene and Infection Control**

All staff will take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and will take care when dealing with blood or other body fluids, and disposing of dressings or equipment.

Used gloves, aprons and soiled dressings will be stored in correct clinical waste bags in foot-operated bin in the medical room. All clinical waste is removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

### **Reporting Accidents and Incidents**

All incidents, accidents, near-misses, dangerous occurrences, and work-related ill health are recorded in the accident form by the individuals then reported on the HCC Corporate online incident reporting system by the HSO (other than minor bumps, which will be recorded in accident books).

### **Records**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the first aider
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

### **Further Guidance**

Department for Education - First Aid in Schools guidance:

<https://www.gov.uk/government/publications/first-aid-in-schools>

Department for Education - AED's In Schools guidance:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

HSE first aid kit guidance - [First aid in work: What to put in your first aid kit - HSE](#)

Review: This policy will be reviewed annually.

Next review: November 2026