

First Aid and Medicines Policy (HCC policy)

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Revision History

Date	Type of change	Initials	Purpose of Revision
September 2022	Minor	SB	Staff details updated
September 2023	Minor	SB	Name changes
September 2024	Minor	SB	Staff details updated. Clarification to medicine that can be given updated.
September 2025	Minor	SB	Staff training details updated.

Policy Statement

Hatch Warren Infant 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 Hatch Warren Infant 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 & 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

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 Hatch Warren Infant School there is 2 appointed people, the Senior Admin Assistant and Senior Admin Officer. 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 Hatch Warren Infant School there are 13 school first aid trained staff who are named in Appendix 1.

They are 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

Paediatric First Aid Trained Staff

At Hatch Warren Infant School there are 5 paediatric first aid trained staff with a further 8 staff to be trained in November 2026. (See Appendix 1)

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:

- 3 first aid kits on the premises
 - These first aid kits will be situated in the Year R corridor, Lower girls toilet and the Nightingale Room.
- 12 travel first aid wallets for use on trips
 - These travel first aid kits will be located in the office cupboard.
- We have an emergency first aid bum bag which is taken down when children access the fire pit in the wildlife area.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the file in the office.

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 has the following facilities:

- Access to running water, first aid kit, telephone, chair, refrigerator.

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 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 a seizure
- In the event of an anaphylactic shock

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 significant first aid treatment
- requires attendance at hospital

This will be either be a pink or yellow accident form and/or a phonecall.

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/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

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

Appendix 1

Appointed Persons	Emergency First Aid at work expires	Paediatric First Aiders	Medicines in Schools competent person	Defibrillator Competent
Kirsty Shaw - 05/26	Penny Hughes - 05/26	Sammy Ambrose - 11/28	All staff	All first aid trained staff
Nicola Wilkins - 05/26	Clare Lee - 05/26	Jodie Carter - 08/28		
	Nicola Lodge- 05/26	Natalie Clarke - 02/26 - 11/28		
	Amanda Merriman - 05/26	Rosa Cooney - 02/26 - 11/28		
	Laura Robinson - 05/26	Sarah Difford - 02/26 - 11/28		
	Louise Stephens - 05/26	Matthew Effer - 11/28		
	Katy Voysey - 05/26	Penny Hughes - 11/28		
		Kerry Marsay - 08/28		
	Caroline Callow - 11/27	Lucy Page - 11/28		
	Danielle Fullwood - 11/27	Maria Pouney - 11/28		
	Aliyaa Jawad - 11/27	Jaz Way - 11/28		
	Trina Price - 03/25 - 11/27	Kirsty Weeks - 11/28		
	Louise Smith - 03/25 - 11/27	Nicola Wilkins - 11/28		
	Jack Treasurer - 11/27			

Pending