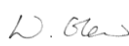


**FOUR MARKS CE PRIMARY SCHOOL
FIRST AID POLICY**

Name of Unit/Premises/Centre/School	Four Marks CE Primary School
Date of Last Policy Review	January 2026
Review period	Bi-annually
Date of next Review	January 2028
Name of Responsible Manager/Headteacher	Warren Glew
Signature of Responsible Manager/Headteacher	

Policy Statement

Four Marks CE 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 Four Marks CE Primary School is held by Veronica Stoodley who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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 Four Marks CE Primary School there are two appointed persons who are as follows:

- Sonya Fullick
- Victoria Cawdeary

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

CHILDREN'S SERVICES HEALTH & SAFETY

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

Emergency First Aiders (First Aid at Work)

(Those completing the HSE approved 1-day EMERGENCY FIRST AID AT WORK, valid for 3 years with an annual refresher)

At Four Marks CE Primary School there are 3 emergency first aiders who are as follows:

- Sonya Fullick
- Victoria Cawdeary
- Anthony Coutts

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 (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

(Those completing the HSE approved PAEDIATRIC FIRST AID COURSE, valid for 3 years with annual refreshers)

At Four Marks CE Primary School there are 11+ paediatric first aid trained staff who are as follows:

- Lisa Jones
- Victoria Cawdeary
- Amy (Catherine)Cox
- Sonya Fullick
- Sarah Dulam
- Dee Cook
- Claire Rumens-Harper
- Claire Male
- Holly Kolarz
- Zoe Burgess
- Anthony Coutts

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.

Outdoor First Aid Trained Staff:

(Those completing an HSE approved 2 day Level 3 Award in Outdoor First Aid, valid for 3 years)

This qualification is designed to meet the needs of those working away from immediate assistance and provides appropriate incident management skills to support our Forest School programme.

At Four Marks CE Primary School there are 3 Outdoor First Aid trained staff:

- Esther Andrews
- Anthony Coutts
- Louisa Appel

First Aid Provision

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

- One first aid kit and centrally held first aid resources on the premises
 - This first aid kit/ resources will be situated at the school staff room.
- 3 travel first aid kits for use on trips and during fire or emergency evacuation.
 - Two travel first aid kits will be located at the front office.
 - One travel first aid kit will be located in the emergency evacuation bag (staff toilet).

It is the responsibility of the appointed persons to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the 'Medical' Health and Safety file in the First Aid area.

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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 area will have the following facilities located at or next to the area:

- Seating area, blanket/ cushion, running water, first aid kit, accident book, sick bucket, medical supplies.

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 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
- involves a bite that has broken the skin

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)/Location of incident
- Treatment provided and action taken/If contact is made with parent/guardian

Date of Original Policy: 01.09.15