



# Park Gate Primary School

## First Aid Policy

2025/2026

## Park Gate Primary School First Aid Policy



### Policy Statement

Park Gate 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 Park Gate Primary School is held by Cara Newman 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.

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

At Park Gate Primary School there are 2 qualified first aiders who are as follows:

- Mrs Victoria Hughes (Office) and Mrs Sarah Williams (Year 2)

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 (eg. first aid kit inspections).

### Paediatric First Aid Trained Staff

At Park Gate Primary School there are 3 paediatric first aid trained staff who are as follows:

- Mrs Victoria Hughes (Office), Miss Michelle Simpson (Year R) & Mrs Vickie Moody (Year 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.

### **Basic First Aid Trained Staff**

At Park Gate Primary School, we ensure there is a basic emergency first aid trained member of staff in each year group which is reviewed annually in September due to staff class allocations. This ensures there will always be a trained member of staff on hand for activities such as PE and present on school visits off site.

### **First Aid Provision**

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

- 1 x first aid kit to be kept in Admin Office. (to be taken outside in event of evacuation)
- 1 x first aid kit
- 3 x travel first aid kits to be kept in Medical Room. (to be taken on school trips)

It is the responsibility of the qualified first aiders 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 medical file in the 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 first aid room will have the following facilities:

- running water, first aid kit, chair, lockable medicine cabinet and ability to store cold packs.

### **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 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
- leaves a visible (minor) injury
- requires emergency treatment
- 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.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents every 15 minutes. 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 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 hours and Trips**

The first aid arrangements for all school managed and organised after school activities (parent's 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/space to external organisations, it is the hirer's responsibility to make their own arrangements, such as provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports hiring. This is clearly set out in the Hire Agreement.

The first aid arrangements for school organised trips/visits are reviewed individually and the level of first provision reviewed to ensure adequate cover.

## **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/ school/paediatric first aider
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

## **APPENDICES**

### **1. First Aid Provision**

All year groups have a basic first aid pack and a set of PPE in order for minor medical issues to be dealt with in class. Any medical intervention is recorded in the year group pack which has recording sheets, bump letters and bump wrist bands. All first aid packs are stock-checked weekly.

PPE equipment will include aprons, gloves, masks. Staff can use PPE in situations where they feel vulnerable e.g.; dealing with sickness or toilet incidents.

Minor first aid treatment can be administered in situ but should any child need more intensive medical attention, they will come to the medical room for treatment from a qualified first aider.

Medical information/history regarding children in the year group is provided in the first aid packs. This information is kept in an envelope and needs to be stored securely.

A first aid trolley (stored in medical room) is taken outside daily at lunchtimes to either the field or playground benches and any minor issues are dealt with outside. If further attention is required a qualified first aider will be called on the main telephone line (01489 575444) and/or the child is escorted inside to the medical room and handed over to a first aider who is located in the main office.

**Policy approved by WGB**  
**Review date**

**19<sup>th</sup> September 2023**  
**Sept 2024**