

Cherrywood Community Primary School Hampshire



First Aid Policy

Adopted on:	May 2026
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	Mar 2027

Introduction

Policy Statement

Cherrywood Community 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 Cherrywood Community Primary School is held by Kirsty Lewis 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 aiders 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 qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

Qualified First Aid Staff

At Cherrywood Community Primary School the qualified First Aiders are Tanya Gray and Theresa Abrami.

The First Aider is 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 (e.g. first aid kit inspections).

Appointed Persons

At Cherrywood Community Primary School Tanya Gray and Theresa Abrami are the First Aiders. Sally Bouzidi, Sarah White, Elona Balli, Cara Hives, Theresa McCutcheon and Tracy Spooner have also had training in paediatric first aid.

Other staff who have received First Aid Training are listed Appendix 1.

First Aid Provision

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

- Main first aid kits on the premises to be kept in the medical room
- Other kits to be provided for lunchtime supervisors on playground duty
- 3 kits to be available for off-site visits

It is the responsibility of the qualified first aider to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (Appendix 2). Completed checklists are to be stored in the Medical Information File in the Medical Room

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room, by the school office 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:

- bed, running water, first aid kit, medical files, bin for disposal of soft clinical waste and medical guidance

Emergency Arrangements

Upon being called 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 must 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
- Where a health care plan has identified these circumstances as appropriate for an ambulance to be called

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 attendance at hospital
- where a health care plan has identified these circumstances as appropriate for the parent to be called

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 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 must be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

This information is recorded on CPOMs for all pupils and via the HCC Health and Safety Portal for all Staff.

Name of Responsible Person : Kirsty Lewis

This policy should be read in conjunction with the Supporting Children with Medical Needs Policy

Appendix 1

Staff Member	Course	Date of course	Date of Expiry
Theresa Abrami	Paediatric First Aid	Mar 24	Mar 27
Tanya Gray	Paediatric First Aid	Apr23	Apr 26 – Booked for May 26
Sally Bouzidi	Paediatric First Aid	Jul 25	Jul 28
Elona Balli	Paediatric First Aid	Jul 25	Jul 28
Sarah White	Paediatric First Aid	Apr23	Apr 26 – Booked for May 26
Tracy Spooner	Paediatric First Aid	Jul 23	Jul 26
Cara Hives	Paediatric First Aid	Jul 25	Jul 28
Theresa McCutcheon	Paediatric First Aid	Aug 25	Aug 28
Mary Davis	First Aid Basics for Education Setting	Sept 25	Sept 26
Tammie Gabbott	First Aid Basics for Education Setting	May 25	May 26
Claire Hills	First Aid Basics for Education Setting	Sept 25	Sept 26
Katie Manton	First Aid Basics for Education Setting	Jun 25	Jun 26
Ka Mann Tsang	First Aid Basics for Educating Setting	Sept 25	Sept 26
Jenny Bentley	First Aid Basics for Educating Setting	Sept 25	Sept 26
Elysia Martin	First Aid Basics for Educating Setting	Oct 25	Oct 26
Karthika Surendra	First Aid Basics for Educating Setting	May 25	May 26
Fiorentina Tota	First Aid Basics for Educating Setting	Sept 25	Sept 26
Marharyta Ryndia	First Aid Basics for Education Setting	Sept 25	Sept 26
Sarah Plascott	First Aid Basics for Educating Setting	Sept 25	Sept 26
Michelle Wrigley	First Aid Basics for Educating Setting	Sept 25	Sept 26

Appendix 2

CHILDREN'S SERVICES ASSESSMENT FORM

First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist

Location of First Aid Kit/Box	
Vehicle & Registration No. <i>(if applicable)</i>	
Identity No. of First Aid Kit/Box <i>(if applicable)</i>	
Date of Initial First Aid Kit/Box Check	
Name of Assessing First Aider	

Contents Check

No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		

No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		

Additional Checks

1	Are all items of first aid within expiry date?	YES	NO
2	Are all items of first aid in good, undamaged condition?	YES	NO
3	Is the first aid kit/box in good condition & undamaged?	YES	NO
4	Is the location of the first aid kit/box clean and accessible?	YES	NO
5	Is the first aid location sign present & in good condition?	YES	NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES	NO

Summary of Actions

FIRST AID KIT PASSED (e.g. 3-MONTH) CHECK & NO ACTION REQUIRED	YES	NO
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Actions required if 'NO'

Name of Assessor		Signature of Assessor		Assessed Date	
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Follow-up Actions

REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED	YES	NO
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Name		Signature		Date	
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Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance

Required Quantity – Your own contents requirements based upon your selected size of first aid kit

Quantities are to be locally inserted before the form is issued or used

Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit