

West Tytherley CE Primary School



First Aid Policy 2026-2027

Children's Services Health & Safety Team (CSHST)

Name of School	West Tytherley Primary School
Date of Policy Issue/Review	September 2026 Review: September 2027
Name of Responsible Manager/Headteacher	Lucy Macey
Signature of Responsible Manager/Headteacher	L.Macey

Policy Statement

West Tytherley 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 West Tytherley CE Primary 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 (Appendix 1) 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 template 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 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 West Tytherley CE Primary School, 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.

The appointed persons are as follows:

- Headteacher

Emergency First Aiders *(Those completing the 1-day emergency first aid course)*

At West Tytherley Primary School there are 5 emergency first aiders:

- Owena Archer
- Ruby Herrington
- Emma Bessant
- Harriet Bennett
- Charlotte Ingham

Paediatric First Aid Trained Staff

At West Tytherley CE Primary, there are four paediatric first aid trained staff, as follows:

- Owena Archer
- Ruby Herrington
- Emma Bessant
- Harriet Bennett
- Charlotte Ingham
- Janine McStea

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:

- 5 first aid kits on the premises
- These first aid kits will be situated: 3 in the medical cupboard (1 daily kit and 2 travel kits for school educational visits, 1 in the shed for the playground and 1 in the Early Years classroom).

It is the responsibility of the 'appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist Completed checklists are to be stored in the office Health and Safety file.

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

The Medical Area (at the bottom of the stairs) 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:

- Z bed and blanket
- running water (accessible from the disabled toilet)
- Medical waste bin (accessible from the disabled toilet)
- first aid kit
- PPE
- chair
- First Aid recording sheets
- Telephone (accessible from the school office)

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 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 attendance at hospital

Staff should 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 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 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.

School trips

The first-aid arrangements for school organised trips/visit are included in the educational risk assessment. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

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 (e.g. bump on head etc)
- Treatment provided and action taken

Appendix 1

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of School Organisation		West Tytherley CE Primary School
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>The risks of injury and ill health is low and procedures in place help to reduce risks. On this basis, we at least require one paediatric first aider and an appointed person on site at all times.</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Staff are also trained in first aid which are renewed every three years. However, this is not a necessity but rather to increase confidence and skills for our staff.</i> <i>First aid equipment located centrally, at the bottom of the stairs, near the school office for easy emergency phone calls if required.</i> <i>First aid equipment is also found in shed on the playground to treat pupils for minor grazes.</i>
3	Are large numbers of people employed on site?	<i>15 members of staff</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>The majority of first aid incidents were children on the playground. Additional first aid kit was located in the shed on the playground for easy use. Walkie talkies used at all times on the playground, when crossing the road and in the dining/village hall.</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>All staff, including first aiders, are aware of any medical conditions of pupils and staff.</i>
6	Are there clients or service users on the site who may need first aid?	<i>No</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>An adequate level of first aid cover is available at lunch times and staff can easily call for assistance using the walkie talkies. An emergency at work first aider is available at the start/end of the day to provide additional cover.</i>

8	Have you considered staff and others who suffer from or may be experiencing/showing signs of mental health illness whilst at work?	<i>Staff should be made aware of support and guidance available.</i> <i>All HCC staff and managers can access the Occupational health and wellbeing shared services pages and find support and guidance documents.</i> <i>Non-school HCC staff and managers can also obtain guidance through Hampshire health and wellbeing, which can be found on the Corporate Inclusion and Diversity SharePoint webpages.</i> <i>School staff and managers can access additional guidance from Education Personnel Services.</i> <i>Additional mental health training for staff could be considered if identified as a requirement following completion of the needs assessment.</i>
9	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	<i>An additional first aid kit is located in the dining hall and the village hall.</i>
10	Do you have any work experience trainees?	<i>Not at present however when they are on site we run through first aid procedures as part as their induction process</i>
11	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>No</i>
12	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The numbers vary but there are enough first aiders to cover at any one time</i>
13	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>No</i>
14	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>No</i>
15	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Site is fairly remote from emergency services (approx. a 20 mins drive). We have four paediatric first aiders.</i> <i>Romsey, Salisbury, Air Ambulance</i> <i>1 x Defib in school 1 x at village hall across the road</i>

16	Do some staff work alone or remotely (including contracted home workers)?	<i>Yes, first aid equipment and telephone in all working areas.</i>
17	Do you have service users aged five years of age or younger?	<i>We have four paediatric first aiders onsite to comply with the EYFS statutory instrument and Ofsted requirements for school.</i>
18	Do members of the public visit your premises?	<i>Yes - parents and relatives of children. Delivery drivers and grounds maintenance</i>
19	Do you have any employees with reading or language difficulties?	<i>No</i>

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION	
Name of Premises/Organisation/School		West Tytherley CE Primary School
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement
Qualified First Aider	1	
Emergency First Aider	1	
School First Aid Trained	1	
Paediatric First Aid Trained	1	
Appointed Person	1	
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>		
First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes	3	1 x medical cupboard 1 x shed on playground 1 x Early Years classroom
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes	2	Medical area in blue bags
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes	1	Bottom of stairs and in disabled facilities
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
Yes	1	In office

First Aid Needs Assessment Completion			
Manager's comments		Insert comments relevant to assessment as appropriate	
Need to service/check supplies of defibrillator			
Name of manager		Signature of manager	Date
Lucy Macey		L.Macey	11.08.2026
Assessment reviews		Set future review dates & sign/comment upon completion	
Review date	Reviewed by	Reviewer signature	Remarks
10.01.2025	Clare Yates/Lucy Macey		Policy to FGB
11.08.2026	Clare Yates/Lucy Macey		Policy to FGB for September 2026

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	
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES	NO	
Name		Signature		Date

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