



High Aspirations, Moral Strength, Spiritual Depth

At Andrews' Endowed CE Primary School, we nurture each child and value their uniqueness. We are a fully inclusive church school deeply committed to the pupils, parents and community we serve.

Through a broad and challenging curriculum, we encourage our children to become deep thinkers, resilient learners and compassionate, responsible citizens.

Our children leave Andrews' Endowed as aspirational, articulate and empowered life-long learners; equipped with the moral strength and spiritual depth they need to make their world a better place.

Our Christian values of Love, Courage and Respect underpin all that we do.

Introduction	
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Policy Statement

Andrews' Endowed 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 Andrews' Endowed CE Primary is held by the Headteacher, Mrs Gemma Gundry as of 1 Sept 2024.

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 managers 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 Andrews' Endowed CE Primary School there are 2 appointed persons who are as follows:

- Mrs Tracy Slater
- Mrs Lou Gubby

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

At our school, the appointed persons undertake Emergency First Aid in Schools training, which is renewed every three years.

School First Aid Trained Staff

At Andrews' Endowed CE Primary the majority of teaching and classroom support staff have received school first aid training.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Paediatric First Aid Trained Staff

At Andrews' Endowed CE Primary there are 4 members of staff who have additional paediatric first aid training. The members of staff who are Paediatric First Aid Trained are as follows:

- Mrs Tracy Slater
- Mrs Sarah Barwick
- Miss Poppy Kaluszniak
- Mrs Kate Marsh

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

- 7 first aid kits on the premises
 - These first aid kits will be situated at the school office; in the lobby area by the photocopier; in the Hall; in the Early Years (Acorns) Classroom; in the YR/Y1 Cloakroom; in the Y3/4/5 Cloakroom; in the upstairs lobby outside the staff room
- Travel first aid kits
 - These travel first aid kits will be located in the cupboard by the photocopier

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 First Aid folder.

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 will have the following facilities:

- Comfortable seating for pupils, first aid kit, telephone

Defibrillator

The school has an Automated External Defibrillator (AED) which is stored in the school office. Members of staff have received training on the use of an AED.

The device is designed to be used by any competent person, following the onscreen instructions.

It is the responsibility of the responsible manager, Mrs Gemma Gundry to ensure that the AED is available at all times and is maintained in accordance with manufacturers' instructions.

Emergency Arrangements	
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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
- *Where a pupil's individual Medical Emergency Plan indicates*

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
- has been caused intentionally by another child – this notification would be undertaken by the child's class teacher or a senior leader

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.

Out of hours and Trips

The first-aid arrangements for all school managed and organised after school activities (parents 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.

For the following PTFA organised events attended by members of the school community and the wider public - Christmas Fair; Summer Fair; Pet Show - there is an expectation that appropriate First Aid provision will be secured through the St Johns' Ambulance organisation. The Chair of the PTFA is responsible for confirming to the Headteacher that such arrangements are in place.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Finance Officer who will ensure that these arrangements are recorded in the lettings/hire agreement.



The first-aid arrangements for school organised trips/visit are included in the Offsite Risk Assessments. 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	
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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 and time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Minor injuries are recorded on daily log sheets. More serious injuries are recorded using the Accident reporting forms, which are kept in the First Aid Folder in the office.

All accidents requiring hospital treatment should be notified using the online reporting system. The Governing Body will receive an annual report from the Headteacher on the programme of staff training and the nature of any complaints received.

Attached to this policy.

Mental Health First Aid	
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At our school, we recognize that mental health is just as important as physical health. Our approach to Mental Health First Aid (MHFA) ensures that staff are trained to identify early signs of emotional distress or mental health challenges in children. Through this training, staff can provide immediate support, listen without judgment, and guide children toward appropriate help where needed. We promote a culture of openness and empathy, ensuring children feel safe to express their feelings and seek support. Our aim is to foster resilience, emotional well-being, and a supportive environment for all.

Control Box

Version	6	Date/Effective from	November 2024
Author	Gemma Gundry	Review Date	November 2025
		Responsibility (Responsible Manager)	Headteacher

FIRST AID POLICY

Policy Reviewed: October 2024



Associated Policies, Documents, Agencies:

Supporting Pupils with Medical Conditions in School