



# Marlborough Infant School

## First Aid Policy

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Latest Review: May 2025

Next Review Planned: May 2027

Signed: \_\_\_\_\_ (Policy Owner)

Print Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Governor Approval)

Print Name: \_\_\_\_\_

## **POLICY CHANGE HISTORY**

<b>Version</b>	<b>Date</b>	<b>Status</b>	<b>Policy Owner</b>	<b>Governor Approval</b>	<b>Comment</b>
2.5	15.05.24	Approved	Andrea Bennett	LMQ	Changes in-line with trained individuals and responsible leads
2.6	May 25	Approved	Andrea Bennett	LMQ	Procedure updated

## **First Aid Policy**

### **Introduction**

### **Policy Statement**

Marlborough Infant 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 provision is held by the Headteacher 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

- 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
- Ensure that all medication is audited for perishable date and out of date medication and first aid is destroyed
- 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 1-day emergency first aid course)*

- Katie Easthill - Emergency First Aid at Work (1-day)  
- Paediatric First Aid (Blended 2-day)
- Fi Howett - School First Aid including Epi-pen Administration (1-day)
- Tia Burrell - School First Aid including Epi-pen Administration (1-day)
- Charlotte Collier - Emergency Paediatric First Aid (6 Hours)
- Sue Young - School First Aid including Epi-pen Administration (1-day)  
- Emergency Paediatric First Aid (6 Hours)

At Marlborough Infant School, all teaching assistants and office staff are first aid trained during their first year in role. All lunch time staff are first aid trained during their first year in role.

### **First Aid Provision**

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

- One first aid kit on the premises at Marlborough

There is also a first kit which is to be taken on Education Visits and is stored in the first aid room.

It is the responsibility of the emergency/qualified first aiders/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 First Aid Kit Checklist Folder at the School Office

There is a designated first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bench, running water, first aid kit, hygiene bins

### **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 a head 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.

Our procedure for notifying parents will be to send them an email from the medical tracker system.

If the injury is deemed to be serious, we will contact the parents via telephone. 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/ emergency contact. 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.

First aid incidents will be recorded using the medical tracker computer system.

### **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)
- Treatment provided and action taken

#### **De-fibrillation**

There is a Lifepak defibrillator fitted in the Main reception area that is available for use. Training for the defibrillator has been undertaken by the qualified first aiders and an AED awareness course was provided to selected staff members during staff training.

Policy date: May 2025

Review date: May 2027

Marlborough Community Primary School  
First Aid Policy

QUALIFIED FIRST AIDERS 2024/2025

Employee Name		First Aid Certificate Date	
Surname	Christian Name	Emergency 1st Aid for Work or Schools	Paediatric First Aid
Easthill	Katie	Work: 20-03-2024	28-02-2025
Young	Sue	Schools: 21-10-2024	09-09-2025
Burrell	Tia	Schools: 21-10-2024	
Howett	Fi	Schools: 06-06-2025	
Collier	Charlotte		06-01-2025

## Appendix 4

### CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

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		
<b>Additional Checks</b>				
1	Are all items of first aid within expiry date?	YES		
2	Are all items of first aid in good, undamaged condition?	YES		
3	Is the first aid kit/box in good condition & undamaged?	YES		
4	Is the location of the first aid kit/box clean and accessible?	YES		
5	Is the first aid location sign present & in good condition?	YES		
6	Is the list/sign of trained first aiders present & up-to-date?	YES		
<b>Summary of Actions</b>				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES		
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
<b>Follow-up Actions</b>				
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  
                  **Actual Quantity –**      *Quantities are to be locally inserted before the form is issued or used*  
                                                       Actual contents noted at the time of this periodic check of the first aid kit