



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

First Aid Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.

Our school is a place of love, of belonging and family.

We have a heart for people, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.

With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.

We will reach out to each other, our community and the wider world with *Compassion* in our hearts.

We will live bravely, showing *Courage* to keep going when facing challenge.

We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Last Reviewed :- September 2025

Date of Last Review :- September 2028

PURPOSE: The purpose of this policy is to ensure that there is a plan in place for how first aid and accidents are managed, and to ensure that employees are aware of their responsibilities and all first aid arrangements.

SCOPE: Silchester Church of England 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 Silchester Church of England Primary School is the Head Teacher.

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 headteacher will ensure that appropriate numbers of appointed persons, emergency 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 Person

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. At Silchester CE Primary the appointed persons are Tracey Boulter and Sandra Phillips.

Emergency First Aiders

At Silchester Church of England Primary School there is currently the following emergency first aiders:

Full Paediatric First Aid

- Anita Withers (Lunchtime) (+ Emergency First Aid at Work)
- Rosie Woodhurst (Lunchtime)
- Helen Scott (+ Emergency First Aid at Work)
- Joy Prickett (+ Emergency First Aid at Work)
- Lucy Hawthorn (+ Emergency First Aid at Work)
- Rebecca Dodson (+ Emergency First Aid at Work)
- Tracey Boulter (+ Emergency First Aid at Work)
- Michelle Heeks
- Rebecca Evans
- Rachel Dowling
- Vanessa Emery

First Aid for Schools

- Karolina Hartwell

First Aid at Work (3 day course)

- Sandra Phillips

Emergency First Aid at Work

- Kate Ridout
- Charlotte Oliver

Outdoor First Aid (Forest Schools)

- Katie Mitchell

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

First Aid Provision

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

- 4 first aid kits on the premises
- These first aid kits will be situated on the cupboard in the disabled toilet, in the early years' classroom, office, school kitchen (responsibility of HC3S)
- 1 travel first aid backpack

- These travel first aid kits will be located on the cupboard in the disabled toilet for collection for offsite activities

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 (CSAF-003). Completed checklists are to be stored in the cupboard in the disabled toilet.

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

The area outside of the office is designated as the first aid room for treatment, sickness, and the administering of first aid. This area has the following facilities:

- Nearby access to telephone, chair, access to water in the nearby staff toilet

Emergency Arrangements

Upon being summoned in the event of an accident, two people to include a first aider/appointed person are 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
- Whenever we reach a point on a care plan that requires calling an ambulance

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 beyond a minor injury
- requires attendance at hospital
- whenever a child with a care plan requires medication

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 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 can not be contacted prior to attendance, the appointed person and/or 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 are to be recorded with (at least) the following information:

- Name of injured person
- Name of the emergency/ paediatric first aider or appointed person

- Date of the accident
- Location of accident site (e.g. adventure trail)
- Type of accident (eg. bump on head etc)
- Place on the body where injured – be specific (e.g. upper right forearm)
- Treatment provided and action taken

Separate head forms, yellow in colour go home; copy in school. Reply slip at the bottom of the form to be returned by the parent. Text or phone call to the parent for some injuries at the discretion of the Appointed Person