

SOUTH FARNBOROUGH INFANT SCHOOL

First Aid Policy



Date of policy: January 2026

Date of review: January 2027

Person responsible: Danielle Duffy

Presented to staff and governors: January 2026

Policy Statement

South Farnborough 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 is held by the head teacher 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 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 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, 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.

First-Aid Flow Chart for South Farnborough Infant School

Responsible Managers

Danielle Duffy, Carolyn Lidington, Wendy Parkes

Appointed Persons

Amanda Bailey, Lisa Cobbett

Emergency First Aiders

**Suzanne Beckford, Carolyn Lidington, Nic Lipscomb,
Erin Mayhew, Abbey Maynard, Jenny Maynard, Debbie Ranola,
Laura Terry, Maria Willis**

Emergency first aid trained staff 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.

Paediatric First Aiders

**Suzanne Beckford, Nic Lipscomb (EYFS), Abbey Maynard, Natasha Morrow (EYFS),
Carly Murana (Maternity Leave), Geanie Shipsey, Katie Wright (EYFS)**

Anaphylaxis First Aid

All First Aid trained staff listed above

Epilepsy First Aid

**Suzanne Beckford, Erin Mayhew,
Carly Murana (Maternity Leave), Laura Terry, Maria Willis**

If a child has an injury at play/lunchtime which means they are not well enough to be transported by an adult, then the Responsible Managers or Appointed Persons must be called to the scene and they will make the decision to either call 111 for advice or 999 immediately

First Aid Provision

It is the responsibility of the emergency/qualified first aiders/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 file marked First Aid Guidance.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. The accessible toilet is the first aid room in the main building and the 'First Aid Room' is designated in The Nest.

Defibrillator

There is a Defibrillator on our school site. It is located by the rear doors of the main building (Y1 entrance/exit). Our paediatric first aiders have received detailed training on how to use the Defibrillator. In September 2023, all staff received basic training using the training video produced by its manufacturer, Lyreco (<https://medianadefib.co.uk/Lyreco/>)

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 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
- After a child has had an anaphylactic reaction and has had an EpiPen administered

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 from the neck up (if appropriate a child with an injury above the neck will also be given a green wristband)
- requires attendance at hospital

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. First aid incidents will be recorded on Arbor for school records only.

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. 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 cannot 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.

Trips	
--------------	--

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

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 Amanda Bailey who will ensure that these arrangements are recorded in the lettings/hire agreement.

Records	
----------------	--

All accidents requiring first aid treatment are to be recorded on Arbor 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 record in First Aid books