Broughton Primary School

First Aid Policy
2026-2027

Children's Services Health & Safety Team (CSHST)

Name of School	Broughton 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

Broughton 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 Broughton Primary School is held by Lucy Macey who is the Headteacher.

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 and 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 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	Consider using and adapting this example text to set out your training policy.

The Headteacher will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid 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 Broughton Primary School there is 1 Appointed Persons who are as follows:

- Headtecher

Where 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. **Note: Appointed persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide Appointed Persons with some level of first aid training. Such training does not require HSE approval.**

School First Aid Trained Staff

At Broughton Primary there are 7 school first aid trained staff who are as follows:

- Louise Hudgell
- Cathryn Martin
- Julie Baker
- Jade Kerley
- Lyndsey Thorley
- Louise Payne
- Ruby Herrington

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 adults. 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

Emergency First Aiders

At Broughton Primary School there are 7 emergency first aiders who are as follows:

- Louise Hudgell
- Cathryn Martin
- Julie Baker
- Jade Kerley
- Lyndsey Thorley
- Louise Payne
- Ruby Herrington

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 (e.g. first aid kit inspections).

Qualified First Aiders

At Broughton Primary School there are 7 qualified first aiders who are as follows:

- Louise Hudgell
- Cathryn Martin
- Julie Baker
- Jade Kerley
- Lyndsey Thorley
- Louise Payne
- Ruby Herrington

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. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Broughton Primary School there are 5 paediatric first aid trained staff who are as follows:

- Louise Hudgell
- Cathryn Martin
- Jade Kerley
- Louise Payne
- Ruby Herrington

Emergency Paediatric First Aid Trained Staff

At Broughton Primary School there are 5 paediatric first aid trained staff who are as follows:

- Louise Hudgell
- Cathryn Martin
- Julie Baker
- Jade Kerley
- Lyndsey Thorley
- Louise Payne
- Ruby Herrington

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:

- 3 first aid kits on the premises
    - These first aid kits will be situated at Conker Lodge, The Staff Room and Office
- 3 travel first aid kits
    - These travel first aid kits will be located in the cupboard opposite the medical 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 red health and safety no. 2 file
The contents of first aid kits are listed under the *'required quantity'* column on the checklist itself.

The medical room 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:

- bed, running water, first aid kit,
- Defibrillator

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 seek medical advice or 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 a suspected fracture
- 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 first aid treatment
- 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.
If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact 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).

If 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.

Out of hour 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.

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 Headteacher 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 risk assessments which are passed to EVOLVE and County. 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 on the school's head bump procedure for full details.

Appendix 1

Head Bumps and Injuries Procedure

Head Bumps and Head Injuries

A head bump is a frequent occurrence in the school playground at break and lunch times, and during PE and sports. Fortunately, the majority are mild. However, **ALL** head bumps/injuries have the potential to be serious and should therefore be checked by a first aider. At Broughton Primary school **ALL** adults trained in first aid are considered first aiders in this instance. Therefore, trained staff are responsible for assessing the severity of a head bump/injury.

All bumps to the head should also be recorded – by the person who first speaks with the child. All head bumps should be noted by completing a minor injury form (available in the school office). In addition, the school office and class teacher should be made aware of ALL bumps to the head

Common sense should be applied in all head bump/injury cases and the child should be treated as an individual and not just driven by the distinctions detailed below.

Minor head bumps

Most head bumps are minor. If a bump to the head shows no physical signs - i.e. there is NO:

• Bruising or swelling,

• Abrasion or mark of any kind,

• Mild dizziness, headache or confusion,

• Nausea or vomiting

• and the child appears well,

Then this can be treated as a minor ‘head bump’. A cold wet paper towel can be applied if needed,

Minor head injuries

A minor head injury is usually when a bump or bruise, or a mark of some kind is evident on the exterior of the head following a bump. However, the child may also complain of mild:
• Nausea

• Headache

• Tenderness at point or mild swelling

• Mild dizziness.

This should be treated as a minor ‘head injury’ and the child should be sat down and told to rest, and an ice pack applied to the area. Parents should be called to be informed of minor head injury

so they are aware and can come and check/collect their child if they would like (so the child can be monitored at home).

*If the child is remaining in school they should be monitored for any changes that may be cause for concern**.**

Severe head injury

A severe head injury is when 1 or more of the following symptoms is present:

- Unconsciousness even briefly
- Difficulty staying awake
- Seizure
- Slurred speech
- Visual problems
- Disorientated
- Confusion
- Balance problems
- Loss of power in arms or legs
- Pins and needles
- Amnesia
- Clear fluid coming from nose or ears
- Vomiting
- Neck pain

In such instances call 999 for an ambulance and let the parents know. Ensure someone stays with the child at all times. A full accident report should be recorded.

Appendix 2

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 Premises/School/Organisation		**Broughton 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?	*No specific risks, school is small, high levels of familiarity with specific personal issues, high ratio of trained staff to pupils. All specific medical needs clearly identified in multiple locations around the school*
2	Are there any specific risks (e.g., work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc)?	*There are no specific activities or areas of the site which pose specific risks. HC3S kitchens not accessible to children. All machinery and hazardous substances locked away.*
3	Are large numbers of people employed on site?	*No, max number is 20*
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	*No specific incidents or patterns. Health issues predominately related to child derived/ passed illness and minor child injuries at break time. No outbreaks of reportable illnesses*
5	Are there staff/children on site who have disabilities or specific health problems?	*1 x child with cystic fibrosis* *1 x child with numerous food allergies including nuts with Individual health care plan* *2 x child with food intolerances* *1 x child with heart condition*
6	Are there clients or service users on the site who may need first aid?	*No*
7	Is there first aid cover for lunch times and at the beginning and end of the working day?	*There is first aid cover at all points throughout the day and at Early Birds and After School Club*
8	Have you considered staff and others who suffer from or may be	*Staff should be made aware of support and guidance available.* *All HCC staff and managers can access the*

	experiencing/showing signs of mental health illness whilst at work?	*Occupational health and wellbeing shared services pages and find support and guidance documents.* *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.* *School staff and managers can access additional guidance from Education Personnel Services.* *Additional mental health training for staff could be considered if identified as a requirement following completion of the needs assessment.*
9	What is the site layout, and will the layout require additional first aid cover and equipment/kits for separate buildings or floors of a multi-storey building?	*Two buildings (close by) one building is 2 floors. Adults distributed between floors and buildings.* *First aid kits on both floors and in both buildings*
10	Do you have any work experience trainees?	*Not at present however when they are on site we run through first aid procedures as part as their induction process*
11	Are there a number of inexperienced or young staff/workers/visitors on site?	*No.*
12	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	*The numbers vary but there are enough first aiders to cover at any one time*
13	Do staff work in shift patterns and does each shift have sufficient first aid cover?	*N/A*
14	Do you work on a site occupied by other organisations and share first aid arrangements?	*Yes – Pre-school share the site but make their own specific provision.*
15	What is the distance from emergency services and how long are they likely to take to arrive on site?	*Stockbridge/ Romsey/ Andover or Winchester. Air Ambulance.* *Doctors surgery opposite the school site* *1 x Defib in school (1 x main school (medical room)* *3 x Defib in village (at sports field, village hall and doctors surgery*

16	Do some staff work alone or remotely (including contracted home workers)?	*Yes , first aid equipment and telephone in all working areas.*
17	Do you have service users aged five years of age or younger?	*Yes, 6 paediatric first aiders*
18	Do members of the public visit your premises?	*Yes - parents and relatives of children. Delivery drivers and grounds maintenance*
19	Do you have any employees with reading or language difficulties?	*No*

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take annual leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

Part 2 Summary of required first aid provision

Name of Premises/Organisation/School	**Broughton 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	**2**	
Emergency First Aider	**2**	
School First Aid Trained	**2**	
Paediatric First Aid Trained	**2**	
Appointed Person	**1**	
Other: (Please specify) *(Note: This is not to include any training requirements for medicine administration.)*		

First Aid Kits	Quantity required	Locations of First Aid kits
Yes	**3**	**Office** **Staff room** **Conker Lodge**

Travel First Aid Kits	Quantity required	Locations of Travel First Aid kits
Yes	3	Cupboard opposite Medical room
First Aid Rooms/Areas	**Quantity required**	**Location of rooms**
Yes	1	Medical room
Defibrillator/Additional equipment	**Quantity required**	**Location of rooms**
Yes	1	Medical room

First Aid Needs Assessment Completion			
Manager's comments	Insert comments relevant to assessment as appropriate		
Need to service/check supplies of both defibrillators			
Name of manager	**Signature of manager**	**Date**	
Lucy Macey	L.Macey	**11.08.2026**	
Assessment reviews	Set future review dates and sign/comment upon completion		
Review date	**Reviewed by**	**Reviewer's 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

School Name:

First Aid Kit Checklist

	First Aid Kit Location/Kit number									
Does the first aid kit include a minimum contents list?										
Does stock level reach minimum requirement?										
Are all items within expiry date?										
Are all items in good condition?										
Is the first aid kit container in good condition?										
Is the location of the first aid kit accessible?										
Is the first aid location sign present and in good condition?										
Is the list/sign of trained first aiders present and up to date?										

Comments/Actions	

Name		**Signature**	
Date			