



Mill Hill Primary School **First Aid Policy**

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Headteacher

Reviewed: March 2026
Next Review Date: March 2027

POLICY STATEMENT

Mill Hill 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 our school is held by the headteacher, Mrs Tracy Morgan, 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 annually 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.

ORGANISATION AND TRAINING

The responsible manager will ensure that appropriate numbers of qualified first aiders, emergency first aid in school 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 Aid Staff

At Mill Hill Primary School, there are 2 qualified first aiders (i.e. they have attended the 3-day First Aid at Work course), who are as follows:

- Mrs Zoe Chapman – Administrative Assistant
- Miss Jay Clarke – Teaching Assistant

They will be responsible for administering first aid, in accordance with their training, to those who 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

The school has 5 paediatric first aid trained staff, who are as follows:

- Mrs Zoe Chapman – Administrative Assistant / Lunchtime Assistant
- Mrs Rachael Gostage – Teaching Assistant / Lunchtime Assistant
- Mrs Kirstie Garnett – Teaching Assistant / Lunchtime Assistant
- Mrs Courtney Marshall – Teaching Assistant / Lunchtime Assistant
- Mrs Nicola Mbarek – Lunchtime Assistant / Cleaner

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.

Schools First Aid Trained Staff

The school has 23 schools first aid trained staff, as follows:

- 9 teachers
- 11 teaching assistants (of whom 7 are also lunchtime assistants)
- 1 lunchtime assistant
- 2 other support staff members

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:

- 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.

FIRST AID PROVISION

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

- 2 large first aid kits located in the office and staff room
- 1 small portable first aid kit located in the medical room
- 1 travel first aid kit (kept in the minibus)
- 11 small basic first aid kits (one per class – including Oaks class, one in caretaker's office, one in the outdoor learning summer house and one in The Quad) – contains selection of plasters, a bandage, wipes, gloves and instant ice packs.
- 1 burns kit kept with the caretaker

It is the responsibility of Mrs Chapman to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are stored in the admin office.

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 has the following facilities:

- Running water
- First aid kit/supplies
- Medical cabinet (for storing medicine not requiring refrigeration)
- Chairs
- Bed
- Fridge (to store ice packs and medicine)

EMERGENCY ARRANGEMENTS

Upon being summoned in the event of an accident, the first aider 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 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 the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment (but we would seek NHS advice first)
- Where there is potential damage to the neck/back and the staff have deemed it unwise to move the person
- In the event of a diabetic seizure
- In the event of anaphylactic shock
- In the event of an epileptic seizure
- If a child's health care plan specifically states to do so in certain circumstances.

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
- in the event of a significant head injury
- parents have requested to be notified of any injury to their child, however minor.

Our procedure for notifying parents of a minor accident will be to send an email via Medical Tracker. For more serious accidents, we will use all telephone numbers available to contact parents and leave a message should the parents not be contactable. If there is a mobile number, a text message will be sent.

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 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.

Where the school has arrangements to let/hire out buildings to external organisations, there needs to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by Ms Elaine Rapley (Business Manager), who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the risk assessment. These are reviewed for every 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 on Medical Tracker with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/schools first aid/paediatric first aid trained person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Any accident of a more serious nature will be reported and recorded on the HCC Accident/Incident online reporting system.