

East Meon Church of England (Controlled) Primary School

First Aid Policy



Learning inspired by love, hope and courage.

Approved by Full Governors

Date: 14th January 2026

Reviewed by: Catherine Olver (Headteacher)

Next review due by: January 2027

Name of School	East Meon Primary School
Date of Policy Review	January 2026
Name of Responsible Manager/Headteacher	Cat Olver
Signature of Responsible Manager/Headteacher	C Olver

Policy Statement

[East Meon 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 [East Meon Primary School](#) is held by [Cat Olver](#) who is the Headteacher/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 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

The Headteacher/Responsible Manager 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 [East Meon Primary School](#) there are [three](#) Appointed Persons who are as follows:

- [Catharine Taylor](#)
- [Jane Sims](#)
- [Cat Olver](#)

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.

Emergency First Aiders *(Those completing the 1-day emergency first aid course)*

At [East Meon Primary School](#) there are [eleven](#) emergency first aiders who are as follows:

- [Steph Perkins](#)
- [Kezia Lambton](#)
- [Sam Stephens](#)
- [Rudi Bettles-Hall](#)
- [Nina Smith](#)
- [Suezi Bloor](#)
- [Pam Kerley](#)
- [Julie Trew](#)
- [Sarah Martin](#)
- [Jane Sims](#)
- [Cat Olver](#)

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 *(Those completing the 2-day 'First Aid at Work course)*

At [East Meon Primary School](#) there is [one](#) qualified first aider who is as follows:

- [Catharine Taylor](#)

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 [East Meon Primary School](#) there are [three](#) paediatric first aid trained staff who are as follows:

- [Nina Smith](#)
- [Steph Perkins](#)
- [Rudi Bettles-Hall](#)

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:

- [7](#) first aid kits on the premises
 - These first aid kits will be situated [in each classroom, in the school office, in the Lodge and on the playground during breaks and lunchtimes.](#)
- [2](#) travel first aid kits in vehicles
 - These travel first aid kits will be located in [the school office ready to be taken out on school trips.](#)

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. Completed checklists are to be stored in the [school office](#).

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

The [school office](#) 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:

- [a First Aid kit, telephone, emergency contact details for staff and pupils, chair and 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

We will always fill out an accident/incident report form for all accidents and send this home with the child at the end of the school day.

In more serious cases, 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 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 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 [Cat Oliver](#) 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 [trip risk assessments](#). 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