

FAIR OAK JUNIOR SCHOOL

FIRST AID POLICY



Name of School	Fair Oak Junior School
Date of Policy Issue	November 2025
Review Date	November 2026
Name of Interim Headteacher	Zoe Loosemore
Signature of Interim Headteacher	<i>Z. Loosemore</i>
Signature of Chair of Governors	<i>T. Dancer / R. Holmes</i>

Policy Statement

Fair Oak Junior School will 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 Fair Oak Junior School is held by Laura Cooper who is the deputy 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	
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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 Fair Oak Junior School there are 2 Appointed Persons who are as follows:

- Zoe Loosemore
- Laura Cooper

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 Fair Oak Junior School there are 49 staff who have completed Emergency Aid in Schools.

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.

Responsibility for overseeing First Aid Kit Inspections and reviewing medical books half termly lies with Katy Layley. She will delegate the checking of the first aid kits and class boxes to members of the office team but is responsible for ensuring that this happens on a half term basis as a minimum.

Qualified First Aiders *(Those completing the 3-day first aid course)*

At Fair Oak Junior School there are 7 qualified first aiders who are as follows:

- Julie Tizzard
- Vicky Pike
- Jon Stredwick
- Bekki Terry
- Oenone Steven
- Mark Gowers
- Julia Heads

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).

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

- At least 22 first aid kits on the premises
 - These first aid kits will be situated in each classroom, the office and medical room.
- 2 travel first aid kits in vehicles
 - These travel first aid kits will be located in the school minibuses

It is the responsibility of the Vicky Pike and Bekki Terry to ensure that the contents of all first aid kits are checked each half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the health and safety folder.

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

The first aid room is available for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- running water, first aid kit, telephone

Emergency Arrangements	
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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
- is required as a part of the child's Individual Healthcare Plan

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	
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The first aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, after school club, clubs and sports fixtures) 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 risk assessments and uploaded to EVOLVE. 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.

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

First Aid Kit Checklist

	First Aid Kit Location/Kit number									
	Axel	Ross	Carle	Potter	Blake	Koala	Rhino	Turtle	Panda	Jaguar
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			