

BOTLEY C of E (Controlled) PRIMARY SCHOOL
POLICY FOR FIRST AID



1.0 RATIONALE

Botley C of E 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 Botley is held by the Headteacher who is the Responsible Manager.

All First Aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedures.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2.0 AIMS

Our First Aid Policy requirements will be achieved by:

- 2.1 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 (CSAF-002) will be used to produce the First Aid Needs Assessment for our site;
- 2.2 ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment;
- 2.3 ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment;
- 2.4 ensuring the above provisions are clear and shared with all who may require them.

3.0 FIRST AID TRAINING

3.1 Qualified First Aid Staff

It is our intention at Botley to ensure that minimum of 2 full time members of staff and that at least, 2 Lunchtime Supervisors are trained in the use of First Aid. Training will be arranged for dealing with pupils and staff with various medical conditions as appropriate. At Botley C of E Primary School there will be a minimum of 2 qualified Paediatric First Aiders, 1 Workplace First Aider and 8 members of Staff who have emergency First Aid training (these are listed in Appendix 1). 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. Out of these a Senior First Aider (the Workplace First Aider) will be appointed who will be responsible for undertaking First Aid Kit inspections, monitoring contents and ordering materials.

3.2 Paediatric First Aid Trained Staff

At Botley C of E Primary there are at least 2 Paediatric First Aiders trained members of staff listed in Appendix 1.

As a minimum 1 Paediatric First Aider is based in the Reception Unit to meet the Early Years Foundation Stage (EYFS) statutory obligations. The Paediatric First Aider must accompany all Reception Unit Classes on all school outings.

3.3 Appointed Persons

Should at any time in the future, the First Aid Needs assessment identify that qualified First Aid Staff are not necessary, the school will appoint, as a minimum, a person (the Appointed Person) to take charge of First Aid arrangements, including looking after equipment/facilities and calling the emergency services.

4.0 FIRST AID PROVISION

4.1 First Aid Kits

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

- a. 6 first aid kits are required on the premises; these kits will be located in:
 - The main School Office
 - The disabled toilet
 - KS 2 Shared Area
 - Swimming Pool (Summer Term only when the children swim)
 - Facility Manager's Office
- b. Travel First Aid Kits for use on school trips are located in the School Office.

In addition to these kits, hygiene sets for body spills are located in the disabled toilet and the Reception Unit toilets. Deodorising powder (for cleaning up vomit) is kept in the same locations as the first aid kits.

It is the responsibility of the Senior First Aider to check the contents of all First Aid Kits termly and record findings on the Children's Services First Aid Check List (CSAF003). Time will be given for this to be completed.

Any member of staff accessing a first aid box must report low stock levels to the Senior First Aider. Completed check lists are to be stored in the First Aid File which is kept in the School Office.

The contents of the First Aid Kits are listed under the "required quantity" column on the First Aid Checklist

4.2 Accident Procedures:

a. Lesson and Breaktime Accidents

For all accidents during lessons, games or PE, staff must send for a Learning Support First Aider. All accidents at playtime should be reported to the teacher on playground duty, or if at lunchtime, to the Senior Supervisor and a first aider sent for.

b. Accidents in the Swimming Pool

On the occurrence of an accident in the school pool the following procedures should be followed:

- blow whistle 3 times in succession;
 - children move to the nearest side and get out of the pool;
 - non lifesaver adult phones for help;
 - life saver gets casualty out;
 - other adult, either assists life saver or looks after other children;
 - for extra help a designated child is sent to the office with red “Emergency” card.
- c. If serious, accidents should be reported immediately to the Headteacher and a First Aider requested.
- d. 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.
- e. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether the child, is able to be moved and can be taken to the disabled toilet or School Office for treatment by the First Aider, or there is a requirement to call an ambulance. If undertaking treatment in school, the First Aider must wash their hands and use disposable gloves at all times. Staff must never put themselves at risk of infection
- f. An ambulance is to be called 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;
 - in the event of a severe anaphylaxis shock or a severe asthma attack;
 - where it appears that a child has had a fit.
- g. 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;
 - involves a bump to the head;
 - requires major first aid treatment;
 - requires attendance at hospital.
- h. 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. Children with bumped heads will be given a bumped head sticker and a letter.
- i. 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 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).

- j. In the event that the child requires hospital treatment and the parents can not 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.

5.0 RECORDING AND REPORTING ACCIDENTS

5.1 Minor Accidents

All minor accidents requiring First Aid Treatment must be entered on the electronic Arbor system.

5.2 Major Accidents and Serious Head Injuries

Parents must be notified immediately and details must be entered on the electronic Arbor system. Accident/Incident Form must be completed following major accidents and serious injuries and signed by the Headteacher. These forms are kept in the Senior Admin Manager's Office by the key cabinet.

5.3. Adult Accidents

All accidents must be reported to the school office and recorded on an Accident/Incident Form. These forms are kept in the Senior Admin Manager's Office by the key cabinet.

6.0 MEDICINES

6.1 Inhalers

For children who suffer from asthma and are likely to require an inhaler these are kept in their classrooms. All inhalers should be labelled with the child's name and these medicines will be checked termly by office staff and a checklist will be kept on the door of the first aid cupboard in the School Office.

6.2 Epipens

Epipens, or equivalent, for anyone likely to have an anaphylactic shock reaction, are to be kept in the child's classroom.

- 'Pens' should be taken by the class teacher responsible for the child if they go off site for school trips or visits etc.

All Epipens should be labelled with the child's name and checked termly.

6.3 Prescribed Medicines

Prescribed medicines will be administered by the school staff if this is required. These must be handed to the School Office by the parent. A consent form must be signed before medicine can be administered. It is only usually necessary to administer medicine in school if the medicine has to be given four times a day.

Insulin, liquid antibiotics and other medicines, which have to be stored at a lower temperature, will be found in an airtight container in the table top fridge in the School Office.

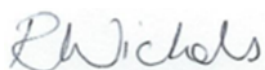
Children should not come to school with non-prescribed medication (including cough sweets). These must be brought to the school office by parents.

Any necessary medicines must be taken along with a First Aid Box on all school and residential trips.

(For further information on the administration of medicines please see the Policy for the Administration of Medicines).

The rationale and aims of this Policy have been reviewed and agreed by the School's Governing Body.

Signed:

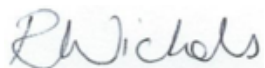


Date: 11th March 2026

(Chair of Whole Governing Body)

Review

Date: March 2028



Review Date	Changes made in addition to review and renewal date changes	Changes
24.2.26	No	N/A

APPENDIX 1

QUALIFIED FIRST AIDERS:

FOR ADULTS

- **MENTAL HEALTH WORKPLACE FIRST AID (September 2024 – September 2027)**
Kate Roberts
- **WORKPLACE FIRST AID (August 2024 – August 2027)**
Hilary Ellery

FOR CHILDREN

- **PAEDIATRIC FIRST AID (February 2025 – February 2028)**
 1. Anna Littler
 2. Ceri Nicol
 3. Maria DiLucia
- **PAEDIATRIC FIRST AID (February 2026 – February 2029)**
 4. Alana Barfoot
 5. Alex Marsh
 6. Sarah Plumley
- **EMERGENCY FIRST AID (October 2023 – October 2026) (including Epi-Pen Instruction)**
 7. Jennie Thorne
 8. Lesley Tidmarsh
 9. Sabina Sharkey
- **EMERGENCY FIRST AID (September 2024 – September 2027) (including Epi-Pen Instruction)**
 10. Chelsey Vincent
 11. Lucy Halcrow
 12. Sharon Sinclair
- **EMERGENCY FIRST AID (April 2025 – April 2028) (including Epi-Pen Instruction)**
 13. Becky Morgan-Walsh
 14. Hayley Dominy
 15. Sophie French