

First Aid Policy



Author:	Mrs Sally-Ann Evans
Responsibility:	Environment Health and Safety Committee
Last Updated:	July 2025
Review Date:	July 2026

Name of Unit/Premises/Centre/School	Ringwood Junior School
Date of Policy Issue/Review	July 2025
Name of Responsible Manager/Headteacher	Mrs Sally-Ann Evans
Signature of Responsible Manager/Headteacher	

Statement of Intent

The Governing Body of Ringwood Junior School is committed to equality for everyone across all aspects of school life. We aim to ensure that equality is incorporated into existing and future policies to eliminate unlawful discrimination, harassment and victimisation and to advance equality of opportunity between different groups with particular emphasis towards the “protected characteristics” now enshrined in the Equality Act 2010.

The School Access Action Plan has been incorporated into the Single Equality Policy to incorporate those duties provided in the Disability Discrimination Act 2005, as amended by the SEN and Disability Act 2014 (SENDA). We aim to reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils, and prospective pupils, with a disability.

Where specific duties come into force under the Equality Act 2010, these will be incorporated into the individual policies by the Governing Body’s sub-committees to ensure a cohesive framework for the benefit of our school, its staff and visitors to the school. Where appropriate, the committees will have responsibility for publishing equality information and objectives.

Policy Statement

Ringwood Junior 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 Ringwood Junior School is held by Julie Young and Nicolette Treacher who has been appointed by 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 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. This is completed by the School Business Manager.
 - 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 the Senior Leadership Team and Medical Team.

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. Additionally, Basic First Aid Needs in Schools Awareness training provided to school staff on a regular basis.

Appointed Persons

At Ringwood Junior School there are three main appointed staff who are as follows:

Julie Young
Nicolette Treacher
Helen Whalley
Sue Watson

Note: Appointed persons are not necessarily First Aiders and should not provide first aid for which they have not been trained. However, in line with good practice Ringwood Junior School will endeavour to call upon appointed persons with basic first aid training. Such training does not require HSE approval.

School Basic First Aid Trained Staff

At Ringwood Junior School the following school staff have at least Basic First Aid training. Note that refresher training is book for September 2025. The current trained staff are as follows:

- Julie Young – Medical Officer/LSA
- Nicolette Treacher – Medical Officer/LSA
- Jacqui East - Office
- Jo James - Office
- Catherine Webster - Office
- Tara Woodward - Office
- Chris Clark – Site Assistant
- Joanne Hawkins - Cleaner
- Ina Bauer - HLTA
- Katie Gosling - LSA
- Marianne Hazlewood - LSA
- Danielle Bloomfield – MSA/LSA
- Harriet Cairnes – MSA/LSA
- Helen Whalley – MSA/LSA
- Marigold Maynard - MSA
- Alison Coney-Jones – MSA/LSA
- Gill Ranford - MSA
- Karen Brooks – MSA
- Sue Watson -MSA/LSA
- Carol Wiltshire – MSA/LSA
- Makeala Wells - LSA
- Sally-Ann Evans – Headteacher
- Graham Crane – Assistant Head
- Alex Marriott – Assistant Head
- Carly Thornton – Assistant Head/SENCO
- Jenny Anthony
- Morwenna Bastow – Teacher
- Simon Blake – Teacher
- Claire Cleeve – Teacher
- Sarah Dallyn – Teacher
- Lee Dunningham – Teacher
- Will Harvey-Sinclair – Teacher
- Gemma Hutchins – Teacher
- Dinah Ingle-Finch – Teacher
- Kerry Mullett - Teacher
- Claire Mullis - Teacher
- Sarah Musselwhite – Teacher
- Amy Sharp – Teacher
- Emily Tagg – Teacher
- Lotte Shaw – Teacher
- Natasha Webber - Teacher
- Harriet Wistow - Teacher

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 Ringwood Junior School there is one emergency first aider who is follows:

- Julie Young – (2 day course)
- Olivia Small – (1 day course)
- Sue Watson – (1 day course)

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 Ringwood Junior School there is one qualified first aiders who are as follows:

- Nicolette Treacher – (3 day course)

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 Ringwood Junior School there are five paediatric first aid trained staff who are as follows:

- Julie Young
- Simon Blake
- Olivia Small
- Sue Watson
- Helen Whalley

First Aid Provision

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

- 5 first aid kits on the premises, located in the main building, pavilion and year 6 block, the medical room and the clock house
- We have 2 boxes and 2 bags which are portable and used for trips and visits etc. These are kept in the Medical Room.
- All lunchtime supervisors are equipped with a first aid 'bum bag'

It is the responsibility of the Medical Officers to check the contents of all first aid kits regularly and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in a folder in the Medical Room.

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:

- Outside door with a buzzer and waiting seats, inside door with waiting seats, bed with privacy screen, corridor visibility panel with blind, first aid kits and medical supplies, medical waste bin, telephone, running hot and cold water, fridge, medical information and records.

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
- If specified in a child's 'Serious Medical Condition' information

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 regularly. 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.

The first aid arrangements for school organised trips/visits are included in the Evolve 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 school to cover those who stay at school.

Where the school has arrangements to let/hire out the buildings to external organisations, the schools' Premise Hire Agreement, section 12, makes it clear that it is the hirer's responsibility to make their own arrangements for first aid.

Records

All accidents/injuries requiring first aid treatment are to be recorded on the blue medical form (see appendix 1). These are issued to all teachers and midday supervisory assistants who will complete one, with as much information as possible and send it with the injured person to the medical room, with the following information:

- Name of referrer
- Name of injured person and class
- Date and time of the accident/incident
- Where it happened
- Type of accident/incident (e.g. bump on head etc)

The qualified/emergency/school/paediatric first aider dealing with the accident/injury will complete the blue form with:

- Treatment provided and action taken
- Follow up action
- Their name and signature

In the case of head, facial, neck or eye injury a red form will be completed by the first aider and sent home with the child to give to their parents/carers. The red form contains the details of the incident and the treatment given with the first aider's name and also provides further information and advice about what to do and who to contact if they have concerns outside of school.

Following issue of the red form, where it is deemed necessary, a phone call will be made to the parent/carer. (appendix 2).

Appendix 1 – Blue Form

BLUE SLIP - REFERRAL TO MEDICAL ROOM

Name of Referrer: Date..... Time

Child's Name (PRINT): Class:

Where did it happen? Classroom / playground / other.....

<p>Reason:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Head injury <input type="checkbox"/> Face injury <input type="checkbox"/> Neck injury <input type="checkbox"/> Eye injury <input type="checkbox"/> Body injury <input type="checkbox"/> Headache <input type="checkbox"/> Feels hot/temperature <input type="checkbox"/> Feeling/been sick <input type="checkbox"/> Nose bleed <input type="checkbox"/> Other: <u> </u> <p>.....</p> <p>Details of injury, other notes:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>First aid given/action taken:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning wipe <input type="checkbox"/> Plaster <input type="checkbox"/> Ice pack <input type="checkbox"/> Calpol - folder updated <input type="checkbox"/> <input type="checkbox"/> <u>Piriteze</u> - folder updated <input type="checkbox"/> <input type="checkbox"/> Temperature taken: reading <input type="checkbox"/> Sick bowl <input type="checkbox"/> Drink of water <input type="checkbox"/> Treated for shock <input type="checkbox"/> Other: <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Follow up:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Back to play/class <input type="checkbox"/> Face/neck/eye injury <input type="checkbox"/> <input type="checkbox"/> red form <input type="checkbox"/> Observation <input type="checkbox"/> Parent/carer called <input type="checkbox"/> Pupil collected <input type="checkbox"/> Ambulance called <input type="checkbox"/> Other: <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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First Aider Name: Signature:

Appendix 2 – Red Form



Hightown Road
Ringwood
Hampshire
BH24 1NH
Telephone: 01425 473554
E-mail: admin.office@ringwood-junior.hants.sch.uk
Website: www.ringwood-junior.hants.sch.uk
Headteacher: Mrs S-A Evans
BSc Hons, PGCE, NPQH

HEAD/NECK/FACIAL/EYE INJURY LETTER

Your child has received an injury to the head/neck/face or eye.

Child's Name Class

Date Time

Details of the Incident:

.....
.....
.....
.....

Treatment given:

.....
.....
.....

First aider name:

Please see the back of this letter for follow up NHS advice on head injury.

For eye injuries advice please see: <https://www.nhs.uk/conditions/eye-injuries/>

For face and neck injuries please consult your local pharmacy, GP or call 111.



Head Injury Advice Sheet

Advice for parents and carers of children



NHS

How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly (i.e. more than twice (at least 10 minutes between each vomit))
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

You need urgent help

Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

You need to contact a doctor or nurse today

Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

Self Care

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111

How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

www.what0-18.nhs.uk

This guidance is written by healthcare professionals from across Mansfield, Donnet and the Isle of Wight

