



Marchwood Church of England Infant School

First Aid Policy

Headteacher: Sally Atkins

Date approved: November 2025

Signed: 

Review due: November 2026

Policy Statement

Marchwood C of E Infant 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 Marchwood C of E Infant School is held by Lucy Chambers 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.

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.

First Aid Training

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

At Marchwood C of E Infant School, there are 20 emergency first aiders.

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 3-day first aid course)*

At Marchwood C of E Infant School there are 3 qualified first aiders who are as follows:

- Sarah Cross, Jason Porter and Claire Pressey

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 Marchwood C of E Infant School there are 4 paediatric first aid trained staff who are as follows:

- Marrianne Andrews, Sarah Cross, Sabrina Cooper and Claire Pressey

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.

All other staff have had a full day of First Aid training with Paediatric first aid included.

First Aid Provision

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

- At least two first aid kits on the premises
 - We hold 4 first aid kits in school. One of these is to be taken on any trips/visits outside school. This kit is situated in the medical room. The remaining 3 kits are situated as follows:
 - 1 in the medical room
 - 1 in the fire grab box
 - 1 in the Year 1 kitchen area

It is the responsibility of the emergency/qualified first aiders/appointed persons 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 to be stored in the medical file 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:

- Bed/couch area, running water, first aid kit, telephone, chair

We also have an Automated External Defibrillator (AED or 'defibrillator') provided by the DfE on site. This is strategically located in the entrance foyer and signposted to ensure it can be accessed quickly in an emergency. It is registered on The Circuit, the national defibrillator network. Defibrillators can be used with no training but use of a defibrillator forms part of our first aid training and awareness briefings. Defibrillators are safe to use for all those involved and will give a verbal warning instructing the rescuer to stand back when analysing heart rhythm and prior to delivering a controlled electric shock. A rescuer may accidentally be subjected to a defibrillation shock if he or she does not heed this warning, but this is unlikely to cause significant harm.

The Mediana A-15 defibrillator supplied by the department is suitable for adult and paediatric use and comes with universal pads that can be used for both, except on children under 12 months.

Modern defibrillators undertake regular self-tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine. Our defibrillator is checked for such a warning on a weekly by our site manager and these checks are recorded. All defibrillators supplied by the department are supplied by Lyreco.

DfE guidance on defibrillators in schools can be found here: https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=bbcf604f-f40c-4601-877c-d95a43c24aa5&utm_content=weekly

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 extensive first aid treatment
- requires attendance at hospital
- involves an obvious facial injury

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 Sarah Cross 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 the risk assessment. 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

Appendix 1

The table below is HSE's general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace, it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number and type of first aid staff to be available on site at any time
Lower hazards e.g., offices, shops, libraries	Less than 25	An appointed person
	25 - 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
Higher hazards e.g., light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture	Fewer than 5	An appointed person
	5 - 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

Defibrillator Maintenance Record

Defibrillator location: Office Foyer by Fire Alarm Panel

Frequency of check: Weekly

Defibrillator make/model: Mediana

Serial number: 471492310961

DfE POLICY

[Automated external defibrillators \(AEDs\) in schools - GOV.UK](#)

What to check

DEFIBRILLATOR

1. Your defibrillator will self-test regularly. Check for any **visible or audible warnings** on the device that something is wrong.
2. Your defibrillator should be in **standby-mode**.
3. Check that your device is clean and there is **no damage**.
4. Check the **battery indicator**.
5. Ensure **pads and batteries have not expired**. Reorder if necessary.

Pads expiry date :

Reordered:_____ **New expiry:**_____

Batteries expiry date:

Reordered:_____ **New expiry:**_____

Ready for use?	Issues?	Date	Initials

Appendix 2

First Aid Kit Checklist: Marchwood C of E Infant School



	First Aid Kit Location/Kit number											
		Box 1 Y1 kitchen area	Box 2 Med rm	Box 3 Med rm	Box 4 Fire grab box	Red box Y1 area	Bag 1 Year R	Bag 2 Year R	Bag 3 Rowan Rm	Bag 4 Elm Rm	Bag 5 Beech Rm	Bag 6 Sycamore Rm
Is the first aid location sign present and in good condition?												
Is the list/sign of trained first aiders present and up to date?												
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?												
Comments/Actions												
Name					Signature							
Date												