



First Aid Policy

Name of Headteacher:	Tom Johnston
Date Policy approved and adopted:	Sept 2026
Date Due for review:	Sept 2027

Equality at Merdon Junior School

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Merdon Junior School

First Aid Policy

Policy Statement

Merdon 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 Merdon Junior School 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 Procedure SGP 08-07(First Aid).

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

This policy is to be read in conjunction with the school allergy safety policy.

Aims & 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 (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- 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
- 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 responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (as appropriate) 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 Staff

Our first aid trained staff are 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).

There will be a first aider on site at **all** times. A first aider will also accompany all off site activities, trips and residential.

First Aid Provision

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

1 First Aid kit on the premises

- This first aid kit is situated as follows:
 - Medical room

5 First Aid travel bags

- At the bottom of the Year 4 staircase
- Taken daily outside for first aid on playground and used for off-site activities

4 Share Year Group First aid boxes

- In shared area

It is the responsibility of the qualified first aider to check the contents of all first aid kits every termly and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety File.

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

The school 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:

- Washbasin with running water
- First aid kit
- Seating (which could be used for the patient to lie down).
- Near a telephone

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider 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 is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of severe bleeding
- In the event of any significant head injury
- In the event of a period of unconsciousness, convulsion/Epileptic/Hypoglycaemic episode
- In the event of administering an Epipen (Allergic reaction/Anaphylaxis)
- In the event of administering medication for Asthma and the condition has not improved
- 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 any accident involving a child it is our policy to always notify parents of their child's accident:

- A red letter will be sent for any injury considered to be more serious (or more than minor) injury e.g. Head Bump which appears to have been recovered from, cuts requiring larger dressings etc.
- More serious injuries will be treated as Red injuries and will always require a telephone call to the parent.

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.

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 half an hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/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.

Records

All accidents requiring first aid treatment are to be recorded on the online reporting form with (at least) the following information:

- Date and time of the accident
- Name of injured person
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- Name of first aider

All accidents requiring hospital treatment/serious injury should be recorded on form CSRF-003 (School Accident Internal Form). (Appendix 1) and reported online to HCC.

Please refer to ‘Actions following an accident – a brief guide’ in Appendix 2.

Please refer to Lettings policy and Lone Working policy for details on First Aiders on site at all other times.

Evaluation and Review

Date of Ratification	September 2026
Date for Next Review	September 2027
Comments:	

Appendix 1

The following form is completed after an accident where the parent has been contacted. HCC online accident report completed for serious accidents.

CHILDREN'S SERVICES REPORTING FORM CSRF-003

School Accident Internal Report Form

This internal accident report form is for use by school staff only and is to be completed using the guidance notes inserted at the end of this form. Upon completion, **the form is to be retained** at the school/education establishment concerned for safety auditing and legal purposes.

This form should be used to record more serious accidents to pupil(s) (eg. where significant first aid is administered, where parents are contacted or where a claim/complaint against HCC is possible). Sensible thresholds for the level and type of reporting should be locally agreed.

Certain accidents must be reported to the Health & Safety Executive (HSE) and where this is the case, the [F2508 Form](#) is a sufficient record & this form does not need to be completed in addition.

School/Establishment		
Local Ref/Serial Number		
Injured Pupil's Name		
Injured Pupil's Address		
Age of Injured Pupil		
Date of Accident		
Time of Accident		
Location of Accident		
Nature of Injury		
Was Activity Permitted	YES	NO
Description of Accident	Insert description of accident & include photos or a plan if appropriate	

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
Post-Accident Action	Tick any boxes that reflect the actions taken following the accident		
First aid provided	☐		
Ambulance called	☐		
Parents contacted	☐		
Repairs arranged	☐		
Equipment taken out of use	☐		
Area isolated	☐		
Accident Book Report Form completed for staff if also injured (if appropriate)		☐	
F2508 Form completed or telephoned through to the HSE (if appropriate)		☐	
Risk assessment reviewed (if appropriate)		☐	

Accident Consequence	Pupil absent from school?	YES	NO
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Details of Witnesses	Insert names & addresses of key witnesses & statements if available
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

Additional Information	Insert optional information that may be relative to this accident
.....	

Report Completed By	
Designation	
Signature	
Date	

ADDITIONAL GUIDANCE NOTES FOR COMPLETION

<p align="center">INJURIES, DISEASES & DANGEROUS OCCURRENCES</p> <p align="center">RECORDING & REPORTING PROCEDURES</p>

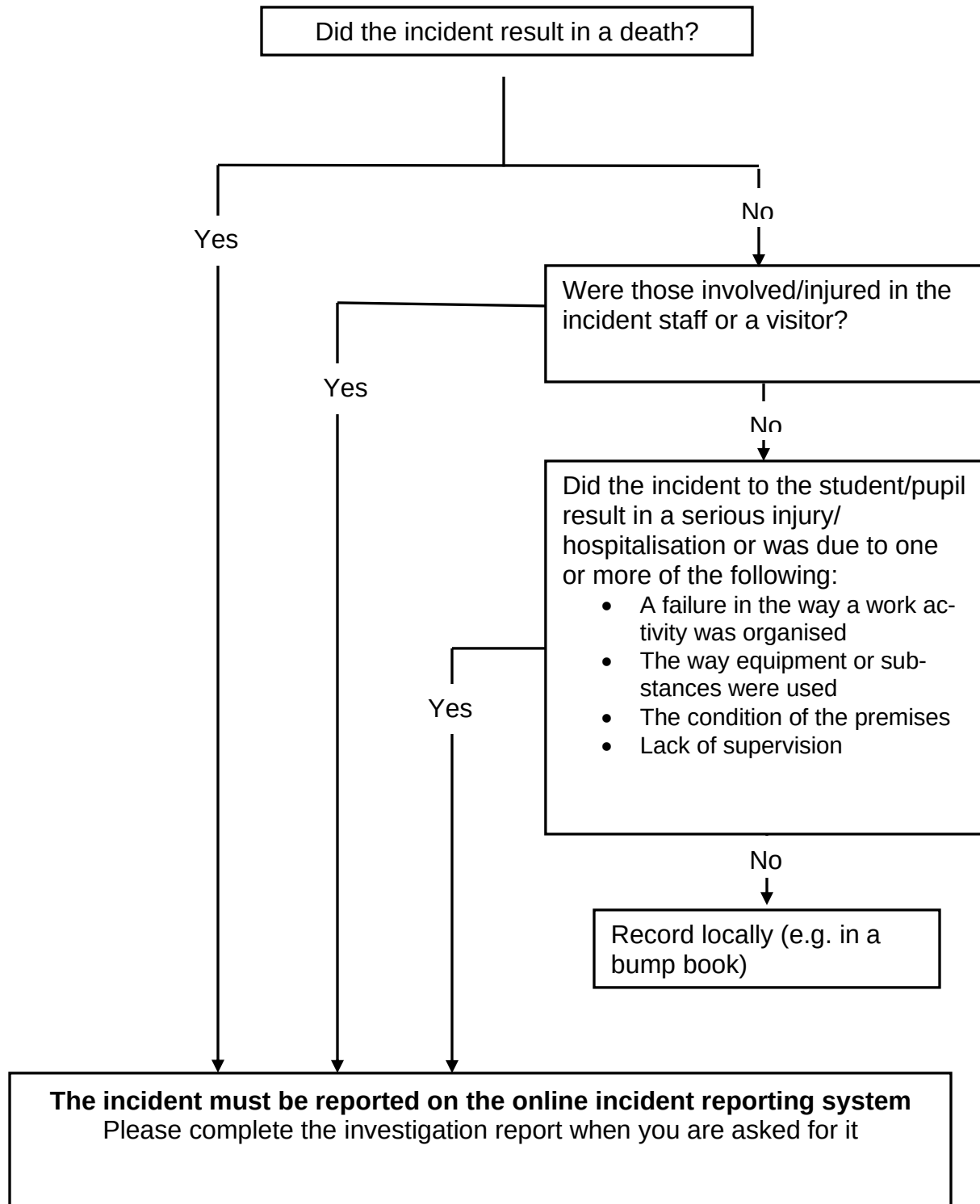
There is a subtle difference between recording and reporting of accidents. All accidents need to be recorded at school and the level of detail will reflect the seriousness.

Details for reporting & recording are as follows:

Pupils	Complete one of the three following actions
Routine injury, eg. graze from playground fall	Simple entry in exercise book or similar local record book.
More serious incident, eg. significant first aid provided, parent contacted	Complete this CSRF-003 form and retain at school . Complete HCC Online Incident Reporting Form. If the incident is reportable to the HSE they will do it.
Employees	Complete as appropriate
All accidents	Complete HCC Online Incident Reporting Form. If the incident is reportable to the HSE they will do it.
Visitors	Complete as appropriate
All accidents	Enter in Accident Book and complete HCC Online Incident Reporting form. If the incident is reportable to the HSE they will do it.
Occupational Diseases	Applies to employees only
Reportable only when a written diagnosis is received from a doctor	Complete HCC Online Incident Reporting Form.

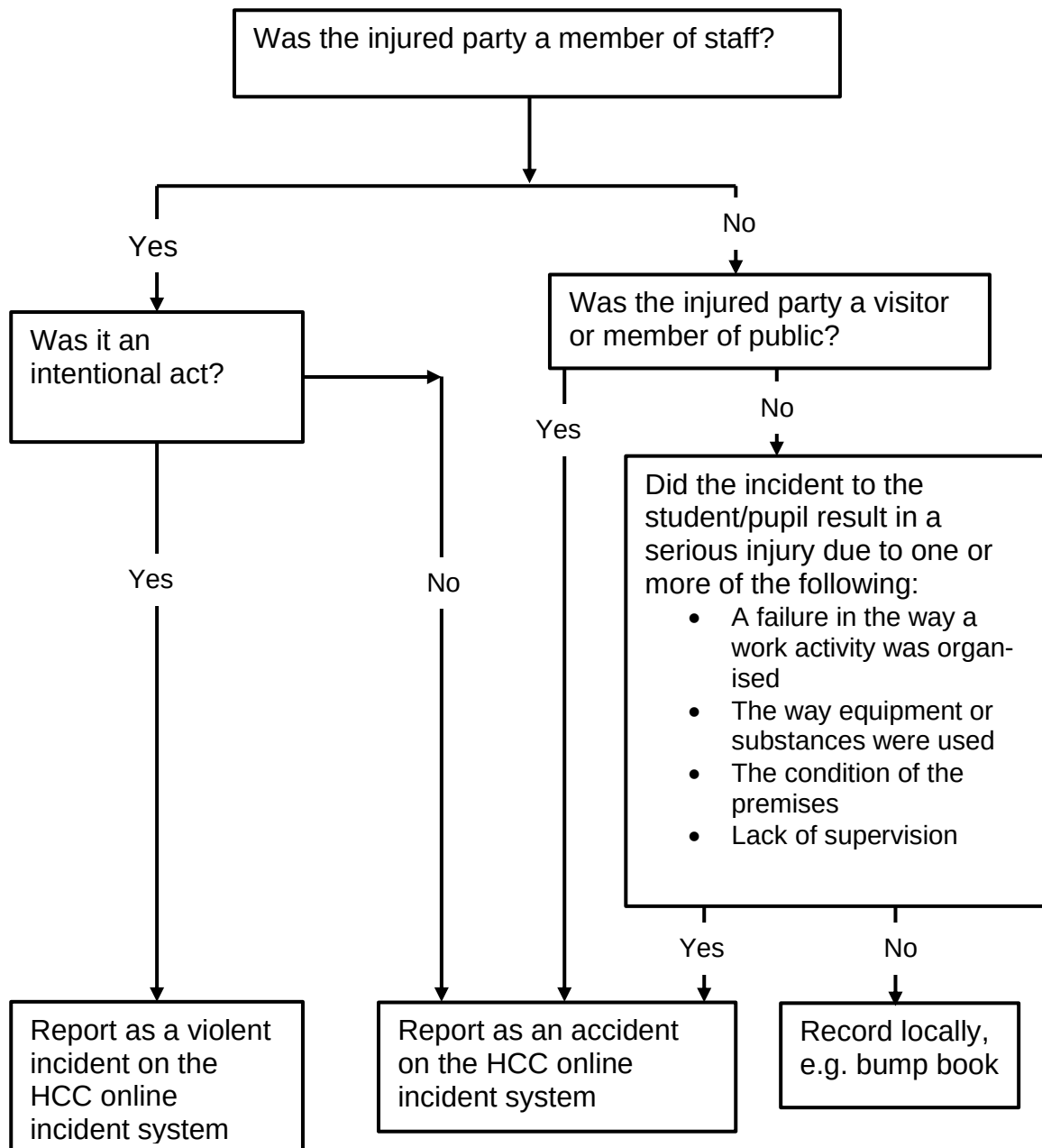
Dangerous Occurrences	Occurrences defined under RIDDOR
These rarely happen in schools. Examples of reportable are listed below	Complete HCC Online Reporting form. They will contact HSE

School related accidents



For incidents where you believe there may be potential for a legal claim, you can use the online accident report form and investigation to record your findings and actions.

Violent Incidents



ACTIONS FOLLOWING AN ACCIDENT – A BRIEF GUIDE

1 Introduction

Following any accident or incident at the work premises or during authorised work, there are certain actions required under law and/or under Hampshire County Council (HCC) corporate and departmental policies. This brief guide provides an easy-to-understand overview of the common actions required following an accident, incident or near miss.

2 Actions to be taken

The following actions are to be taken and these are explained in more detail further on in this guide:

- a. Immediate, remedial & medical actions
- b. Secondary actions
- c. Completion/sending of accident report form
- d. Complete HCC Online Incident Reporting Form
- e. Carry out & document an accident/incident investigation
- f. Risk assessment or review of current risk assessment (as appropriate)
- g. Implementation of identified control measures (and periodic reviews thereafter)

3. Actions explained

a. Immediate, remedial & medical actions

These are the basic actions required in the event of any accident or incident and may include:

- Calling for assistance
- Administering first aid
- Calling an ambulance
- Making the area temporarily safe or preventing others from being exposed to the same hazard

b. Secondary actions

According to the nature of the accident/incident and/or its consequences, there are certain actions that should be carried out to provide records of the accident/incident and the following should be completed as appropriate to the seriousness or type of accident/incident. These secondary actions include:

- Taking photographs of the accident site
- Taking photographs of the injuries
- Taking statements from witnesses
- Making a brief record of events (as soon as possible after the accident/incident)

- Longer term isolation of the area to prevent access pending implementation of permanent barriers

c. Completion/sending of accident report form

An accident report should be completed at the earliest opportunity following the accident. For all accidents including those to employees and visitors (with the exception of accidents involving pupils), the accident report book should be used. This should be a pre-printed report form pad with 'tear-out' report forms. The completed (original) report form should be retained in a secure storage, and complete the HCC Online Reporting Incident Form.

For accidents to pupils in school, very minor accidents should be recorded in a local exercise book. More serious accidents such as those requiring significant first aid administration, contact with parents, or where a claim against the HCC is possible, should be recorded on [CSRF-003 School Accident Internal Report Form](#) and retained at school and the HCC Online Incident Reporting Form completed. Be advised that all accident/incident reporting and investigation guidance and requirements are clearly and simply set out in Children's Services Safety Guidance Procedure SGP-17-07.

d. Carry out & document an accident/incident investigation

Accidents, incidents and near misses should be investigated unless the nature and consequences of the event are insignificant. The purpose of the investigation is to establish the immediate and root causes of the accident/incident with a view to examining failures and implementing control measures to prevent further reoccurrences. Once the investigation has been undertaken, notes taken should be used to complete the [Online Accident/Incident Investigation Report Form \(HCC\)](#). This is a preformatted, corporate **online** investigation report form which is simple and quick to use. Once completed and submitted, a printable version of the form will be automatically returned to you (electronically) and a copy will automatically be forwarded to the Children's Services Health & Safety Team, who will attach it to the related accident report form and/or F2508 Report Form.

e. Risk assessment or review of current risk assessment

Where injury has resulted or a significant risk has been identified through the investigation process, responsible managers should ensure that a review of the risk assessment (relating to the hazard causing the accident) is carried out by a trained risk assessor. Where the risk may have been previously unforeseeable, a new risk assessment should be completed and control measures identified that would reduce the risk of future similar accidents. A summary of findings or new control measures (identified as part of the risk assessment or review process) would be expected to be included in the investigation report to demonstrate actions indicating that the potential dangers have been identified and something has been done to control the risks.

f. Implementation of identified control measures

Once new control measures have been identified, make sure that they are implemented as soon as possible to prevent reoccurrence of such an accident/incident. Monitor the new controls to establish their effectiveness and periodically review the risk assessment to ensure that control measures remain effective.

4. Need further advice?

Still unsure of your actions in the event of an accident, incident or near miss? Then contact the Children's Services Health & Safety Team as follows:

CHILDREN'S SERVICES HEALTH & SAFETY TEAM – CONTACT DETAILS
<p>http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm</p> <p>Children's Services Health & Safety Team Clarendon House, Monarch Way, Winchester, SO22 5PW Health & Safety Enquiries – 01962 876220</p>