Hampshire County Council



First Aid Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
February 2026	Finance & Resources	February 2027	Yes	Yes

Headteacher: Emma Humphrey

Issue 6
September 2024

Purpose

This procedure sets a common approach to providing adequate first aid provision at work in Hampshire County Council. The purpose is to provide suitably trained and equipped personnel to treat employees and others using our sites if they become ill or injured.

Policy Statement

Anstey 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 Anstey Junior School is held by the Headteacher who is the responsible manager.
All staff have a statutory obligation to follow and co-operate with the requirements of this 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 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

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff 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 Anstey Junior School there is one appointed person - Heather Eastman

However, there are multiple trained staff in first aid.
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 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 HSE approved 1-day emergency first aid course)*

At Anstey Junior School there are a minimum of 5 school first aid trained staff who are as follows:

- See list on website and school office

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 HSE approved 3-day first aid course)*

The school is not required to have staff trained to this level.

Paediatric First Aid Trained Staff (after school club only)

At Anstey Junior School there are 2 paediatric first aid trained staff who is:

Mrs Sam Campbell & Mrs Emma Humphrey

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. For after school care.

Scope

The Council undertakes numerous activities that present significantly different risks and therefore require varying levels of first aid. This procedure recognises this variation and provides a common method of deciding the appropriate first aid provision in the form of people and equipment.

Hampshire County Council extends its first aid cover to members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings, this cover needs to be considered.

Sections

- **Section 1:** First aid needs assessment
- **Section 2:** First aid materials, equipment and facilities
- **Section 3:** First aid personnel
- **Section 4:** First aid training

There are five appendices which mirror the four sections of this procedure with a final checklist to assist managers.

Terminology

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary.

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive, if necessary.

Associated records

Appropriate records will be informed by local risk assessment and guidance. Records must be kept and maintained to comply with this procedure and will be retained in accordance with Hampshire County Council's data retention policy.

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/appointed person is to always 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 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
- When an epi pen has been used

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
- A bump to the head
- Requires more than minor first aid treatment

- Requires attendance at hospital

Our procedure for notifying parents will be to:

- Send a text at home time for the child for bumped heads or minor injuries that we feel may require a parent to be notified. If the child is due to walk home alone, school will call the parent to notify.
- 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 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).
- In the event that 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 hour 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 the Admin officer, 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 Evolve assessment through Hampshire County Council and the school's 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 the school to cover those who stay at school.
- The cleaning team are all first aid trained and have access to COSHH first aid sheets for products used.

Procedure

Section 1 – First aid needs assessment – Appendix 1

Managers of sites must consider the appropriate first aid, giving due regard to the activities and risks created. Appendix 1 contains guidance to assist in this assessment. The conclusions of this assessment should be recorded.

The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities, e.g. using chemicals, machinery and plant etc.
- The need to provide first aid for those other than employees, e.g. service users including vulnerable persons, children, volunteers, members of the public etc.
- The size and characteristics of the workplace, establishment or setting, distance between buildings or sites
- The remoteness of the establishment/setting from emergency medical services
- The needs of travelling, remote and lone workers
- Historical accident information and data
- Provision when employees work part time, take annual leave or are off sick
- Any off-site activity and work away from base including travelling
- Whether your employees work on shared or multi-occupancy sites

You might also consider:

- Support for someone who might be experiencing a mental health issue, for further guidance refer to: Mental ill health and first aid.

The first aid needs assessment should be reviewed regularly (at least annually) and in anticipation of, or after, any significant changes to ensure the provision remains suitable.

Peripatetic staff/travelling staff

Where staff work or travel away from their place of work or are home based, some provision for first aid is needed based on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid, but suitability must be decided through a needs assessment as for fixed location workers.

Informing employees of the arrangements

The assessment should also set out how employees will be informed of the arrangements.

Section 2 – First aid materials, facilities and equipment – Appendix 2

As a result of the first aid needs assessment, suitable and sufficient materials, equipment and facilities must be provided.

Appendix 2 gives guidance on the following:

- First aid box contents
- Medical rooms/first aid accommodation
- Specific equipment

Section 3 – First aid personnel – Appendix 3

Staff who are expected to perform first aid duties should be notified in writing of their role and training requirements. They should be made aware of the first aid needs assessment and be clear what part they play in delivery of first aid. They should be provided with suitable training for their role which should be updated in accordance with Appendix 4.

There are different levels of first aid personnel which relate to different levels of training and different competencies. Details are set out in Appendix 3.

In summary they fall into four categories:

- Appointed Person
- Emergency First Aid at Work
- First Aid at Work
- Additional training (such as paediatric first aid, mental health in the workplace, or the use of a defibrillator.)

Details of how to obtain first aiders in an emergency should be prominently displayed. In smaller sites this may be a list of trained first aiders with contact details whereas on complex sites there may be one contact number managed for example by the Facilities Management Team. Regardless, it should be clear how a person obtains competent assistance rapidly.

Section 4 – First aid training – Appendix 4

Suitable training is required to fulfil the first aid personnel roles above. Training courses must comply with current standards from the Resuscitation Council (UK).

Appendix 4 contains a diagram to assist in understanding the requirements for refresher training.

Guides

Health & Safety Executive guide to first aid at work

Resuscitation Council (UK)

Appendices

Appendix 1 – First aid needs assessment

Appendix 2 – First aid materials, facilities and equipment (first aid kits)

Appendix 3 – First aid personnel

Appendix 4 – First aid training

Appendix 5 – Management flowchart and checklist

Appendix 1 – First aid needs assessment

The table below is the Health & Safety Executive'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 the 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. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities.	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

Industry specific guidance can be obtained from the Health and Safety Team.

The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risks may require a more detailed assessment.

	Secondary School – 1588 pupils and 150 staff			Primary School – 320 pupils and 26 staff	
First aid personnel	**Required Y/N**	**Number needed**		**Required Y/N**	**Number needed**
First aider with First Aid at Work (FAW) certificate	Yes	At least 3 on duty at all times while people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision.		No	0 (nil)
First aider with an Emergency First Aid at Work (EFAW) certificate	No	0 (nil)		Yes	At least 1 on duty at all times while people are at work.
First aider with additional training (specify)	Yes	Indicates first aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider Automated External Defibrillator (AED) training.		Yes	Indicates first aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing Emergency First Aid at Work (EFWA) qualified staff or alternatively staff can be trained in paediatric first aid.
Appointed Person	No	0 (nil)		No	0 (nil)

First aid equipment and facilities	Required Y/N	Number needed		Required Y/N	Number needed
First aid kit	At least 3	In locations easily accessible to the whole school.		At least 2	Locations easily accessible across the school.
Additional equipment (specify)	AED	May be required if there are pupils/staff with a history of cardiovascular problems.		No	0 (nil)
Travelling first aid kit	Yes	At least 1 per vehicle.		No	0 (nil)
First aid room	Yes	1		Yes	1

Appendix 2

Part 1 – First aid needs assessment		
Name of premises/ site/ school		**Anstey Junior School**
	Aspects to consider at your premises	**First aid provision considerations (insert your information)**
1	What are the risks of injury and ill-health arising from the work and activities as identified in your	*Pupils have a high risk of minor injury especially from falling over & bumped heads.*

	risk assessments?	*Pupils have a medium risk of ill health* *Staff and visitors have a medium risk of injury or ill health while on school site.* *Therefore, there should be a minimum of 5 first aiders trained to an emergency level during the school day and at least 1 first aider outside of school hours.*
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, kitchens, etc.)	*Site and cleaning team aware of COSHH first aid sheets* *Site manager aware of safety procedures for all machinery used* *Kitchen staff aware of school first aid trained personnel*
3	Are large numbers of people employed on site?	*There are approximately 45 members of staff at Anstey Junior School*
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	*All accidents and incidents of ill health of pupils are recorded in the first aid reporting folder in the medical room.* *Additional forms are kept in strategic locations and then added to the folder when full or at the end of each half term i.e., lunchtime team, front office etc.* *Accidents and incidents of ill health of staff, visitors and contractors are recorded on the HCC accident/incident form on the Hampshire services website.*
5	Are there staff/children on site who have disabilities or specific health problems?	*Medical alert sheet for pupils available for staff to review (stored in secure areas)* *All pupils and staff with disabilities or specific health needs will have an individual care plan, detailing the care required in emergency situations.* *Relevant staff will be aware of the details and location of the care plan of pupils.* *Line managers will be aware of the details and location of any care plans/risk assessments for staff.*

6	Are there clients or service users on the site who may need first aid?	*Those who hire the school are required to ensure they have a qualified first aider on site as documented in the hire documentation.*
7	Have you considered staff and others who suffer from or may be experiencing/showing signs of mental health illness whilst at work?	*Staff aware of support and guidance available.* *All HCC staff and managers can access the Occupational health and wellbeing shared services pages and find support and guidance documents.* *School staff and managers can access additional guidance from Education Personnel Services.* *Additional mental health training for staff could be considered if identified as a requirement following completion of the needs assessment.*
8	Have you nominated appointed persons to meet basic first aid requirements for times where qualified first aid staff may not be available?	*All SLT, site manager and cleaning team are first aid trained to ensure there is always a member of staff on site who is trained.*
9	Is there first aid cover for holidays/sickness, lunchtimes and for the beginning and end of the working day?	*Breakfast, lunch and afterschool staff are emergency first aid trained, along with additional members of staff who are available at these times.* *SLT are all fist aid trained to ensure if there were an incident with a member of staff at breakfast, lunch or afterschool club there would be adequate personnel to deal with the emergency*
10	What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?	*As a multi storey building there will be emergency first aid staff located in all areas of the school where practicable.*
11	Do you have any work experience trainees?	*Work experience individuals will be fully briefed where to find a first aider as part of their induction.*
12	Are there inexperienced or young	*There can be inexperienced workers on site therefore, there is a high % of*

	staff/workers/visitors on site?	*emergency first aid trained staff.*
13	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	*There are increased numbers of staff at lunch time therefore, there are additionally trained emergency first aid trained staff during lunch.*
14	Do staff work in shift patterns and does each shift have sufficient first aid cover?	*All working hours are covered by an emergency first aider*
15	Do you work on a site occupied by other organisations and share first aid arrangements?	*No*
16	What is the distance from emergency services and how long are they likely to take to arrive on site?	*Alton has first responders who will come to site ASAP. The Wilson practice (Approx. 3 min drive away) has a minor injuries unit (not just for Wilson practice individuals) for those who have suffered an injury in the last 48hrs and that needs medical attention.* *Basingstoke hospital with A&E is approx. 30 min away by car.*
17	Do some staff work alone or remotely (including contracted home workers)?	*As documented in the lone working risk assessment, where practicable all lone workers are emergency first aid trained.*
18	Do you have service users aged five or younger?	*After school club is responsible for pupils aged 5 or under therefore, a paediatric first aid trained member of staff will be available for after school club.*
19	Do members of the public visit your premises?	*Yes, Hampshire County Council extends its first aid cover to members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings there will always be a first aider on site.*
20	Do you have any employees with reading or language difficulties?	*No, but special arrangements to give them the necessary first aid information would be provided as needed.*

Part 2 – Summary of first aid provision required			
Name of premises/ site/ school		**Anstey Junior School**	
Level of first aid staff (type of provision)	**Numbers of staff required to be on site at any time**	**Names of trained staff**	**Date training requires updating**
Qualified First Aider	**0**		
Emergency First Aider	**5 during the school day. 1 outside of school hours.**	**Over 35 trained staff** **See appendix 6**	**November 2027 & January 2029**
School First Aid Trained	**0**		
Paediatric First Aid Trained	**1 during after school club**	**Sam Campbell & Emma Humphrey**	**January 2029**
Appointed Person	**1**	**Heather Eastman**	
Other: (Please specify) *(Note: This is not to include any training requirements for medicine administration)*			
Arrangements/cover outside of core hours: *(before opening or after closing if there are staff or*	*All members of staff who may be on site prior or after school hours to be first aid trained*		

users on site)	

First aid needs assessment completion			
Manager's comments	*Insert comments relevant to assessment as appropriate*		
Name of manager	**Signature of manager**	**Date**	
Assessment reviews	*Set future actions and review dates and sign/comment upon completion*		
What needs to be done in the next 12 months to maintain suitable first aid provision?	Ensure training provided for members of staff when training is expiring Ensure new staff members receive training where appropriate Ensure first aid supplies are adequate and in date		
Who is checking that it has been done?	Heather Eastman		
Who is tasked with doing it and by when?	By January 2027		
Review date	**Reviewed by**	**Reviewer signature**	**Remarks**

Appendix 2 – First aid materials, facilities and equipment (first aid kits)

First aid box contents

There is no mandatory list of items to be included in a first aid kit. The contents should reflect the conclusions of the first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work)
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

Peripatetic/vehicle first aid box contents

The Health and Safety Executive recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as express carriage or contract carriage have on board a first aid container *(in a prominent position, maintained in a good condition, and readily available for use)* with the following:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rust less blunt-ended scissors

First aid rooms and facilities

Existing first aid rooms must:

- be identified with the white cross on green background symbol
- be clean and ready for immediate use
- be appropriately stocked
- have hand-washing facilities
- be close to toilet facilities
- be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- where practical be sited on the ground floor near a suitable external exit route
- have emergency lighting where necessary
- have good communication either via a telephone or be located in areas constantly occupied to avoid leaving a casualty should further assistance be needed

If a site does not have a first aid room but the results of the first aid needs assessment suggest it should have, then you should contact a member of the Health and Safety Team.

Defibrillators

It is not currently a requirement to provide Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment as should the access to, training and maintenance of the equipment. Anstey Junior School has a AED's on site.

Appendix 3 – First aid personnel

There are different levels of first aid personnel. People should be trained to the appropriate level determined in the first aid needs assessment.

- **Appointed person (AP)**. Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course.
- **Emergency First Aid at Work (EFAW)**. Emergency First Aid at Work employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.
- **First Aider at Work (FAW)**. First Aid at Work employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years, then the full course must be retaken.

Additional training

Examples of additional training needs (not exhaustive)

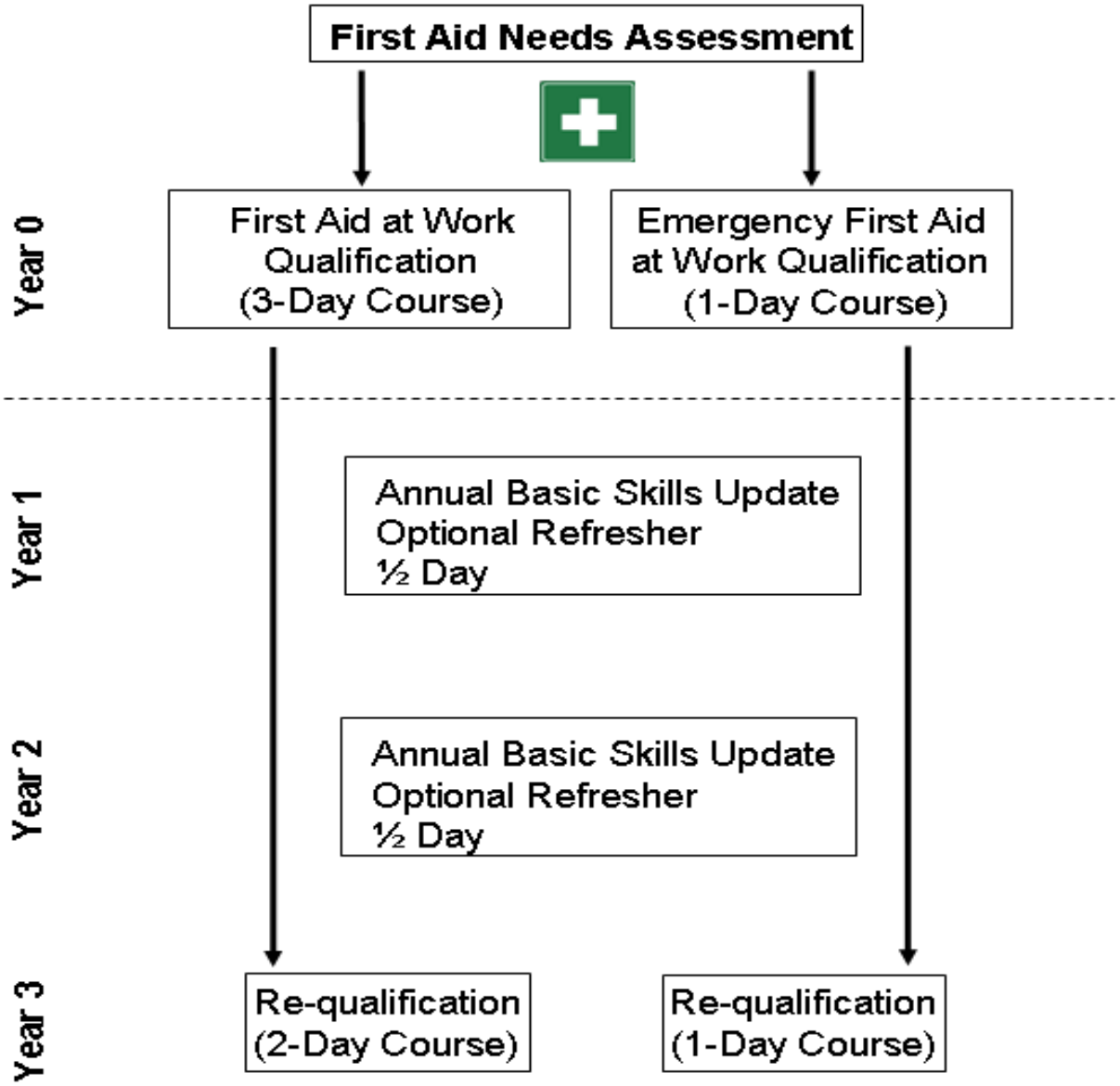
Additional training	Examples where additional training may be relevant in Hampshire County Council
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry
Management of a drowning casualty	Swimming pools, rivers, lakes, outside education activities
Use of an Automated External Defibrillator	All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment
Recognising the presence of major illness *(including heart attack, stroke, epilepsy, asthma, diabetes)* and providing appropriate first aid	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public

Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting	Schools and nurseries

Selection of personnel

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

Appendix 4 – First aid training flow chart



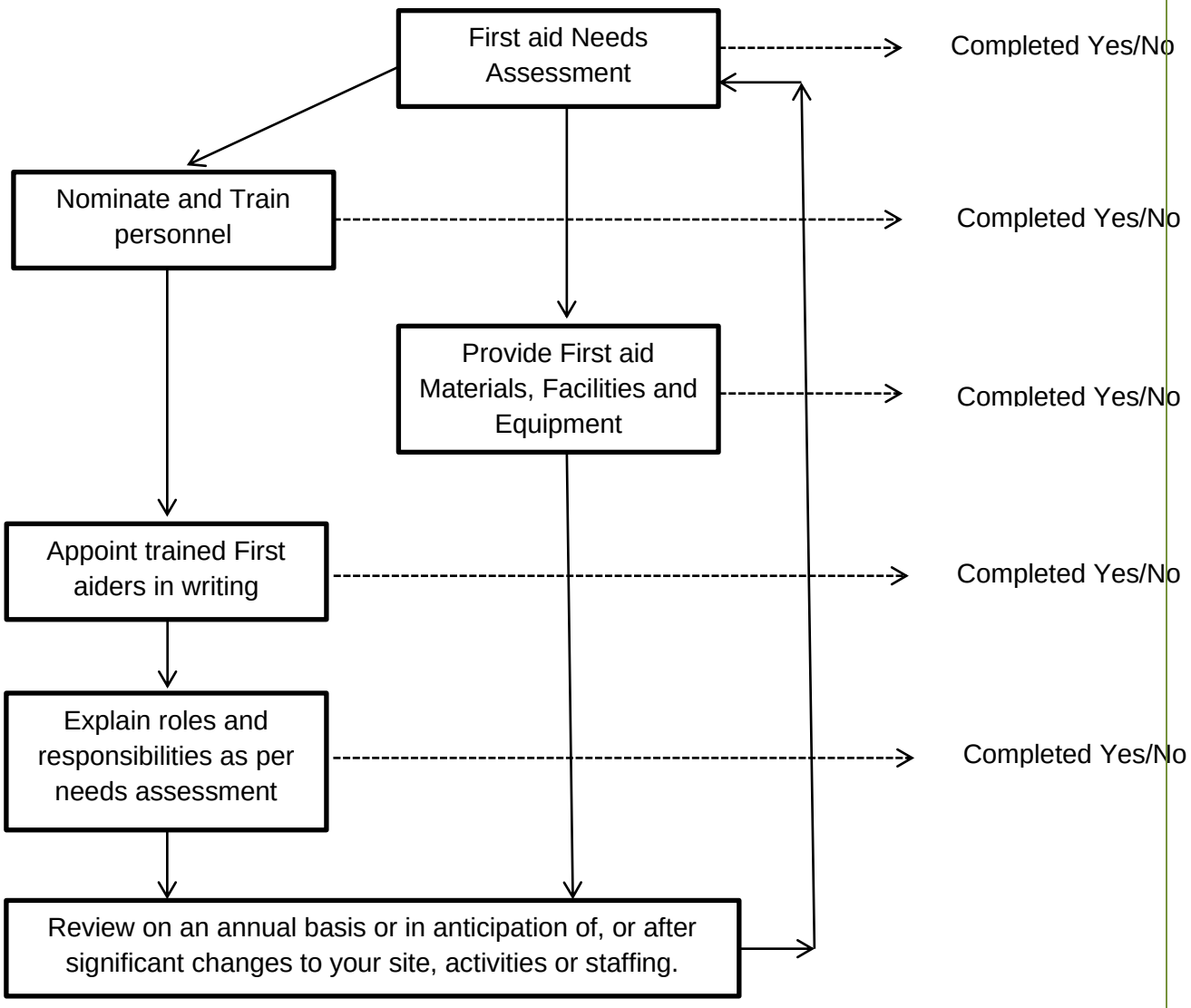
Records

Copies of training certificates must be maintained by local management.

Refresher training

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

Appendix 5 – Management check sheet and flow chart



Appendix 6 Summary of first aid trained staff

Anstey Junior School Qualified First Aiders

Crystal Cawley	September 2023	September 2026
Dominique MacDonald	January 2024	January 2027
Ellen Chesterton	January 2024	January 2027
Hannah Cox	May 2024	May 2027
Jenny Day	November 2024	November 2027
Jo Dorans	November 2024	November 2027
Heather Eastman	November 2024	November 2027
Alysha Ogilvie	November 2024	November 2027
Darren Cooper	November 2024	November 2027
Caroline Cooper	November 2024	November 2027
Alice Cundy	November 2024	November 2027
Andrea Rees	November 2024	November 2027
A	November 2024	November 2027
Holly Colbert	January 2026	January 2029
Chris Jones	January 2026	January 2029
Vanessa Price	January 2026	January 2029
Barbara Severs	January 2026	January 2029
Rachael Jennings	January 2026	January 2029
Anna Robinson	January 2026	January 2029
Suzanne Hayden	January 2026	January 2029
Julie-Anna Chandler	January 2026	January 2029
Marie Chandler	January 2026	January 2029
Carly Kempster	January 2026	January 2029
Aga Dobosz	January 2026	January 2029
Michelle Head	January 2026	January 2029
Jo Cripps	January 2026	January 2029
Suzanne Franklin-Ferrar	January 2026	January 2029
Emma Rackstraw	January 2026	January 2029
Rachelle Swales	January 2026	January 2029
Ellie Grundy	January 2026	January 2029
Ellie Lister	January 2026	January 2029
Ellie Brown	January 2026	January 2029
Naomi Green	January 2026	January 2029
Angel Ortiz	January 2026	January 2029
Louise Wilkinson	January 2026	January 2029
Iman Marshall	January 2026	January 2029
Sam Campbell*	January 2026	January 2029
Emma Humphrey *	January 2026	January 2029

Paediatric First Aid Trained *