

Merton Junior School



*'Be wise, together we
succeed'*

First Aid Policy

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| Date reviewed: May 2026 | | |
| Next review date: May 2028 | | |
| Headteacher | Signed: | Date: May 2026 |
| Chair of Governors | Signed: | Date: May 2026 |
| Date approved: | | |
| 2016: updated using First Aid Guidance-schools 2015 V1. Hampshire corporate policy & standards and DfEE guidance on first aid for schools. | | |
| January 2020: updated inline with Hampshire's model guidance and information reviewed to meet current staffing | | |
| Updated May 2020 to cover arrangements during Covid 19 Pandemic | | |
| Updated March 2021 to review head injury procedures for notifying parents | | |
| Updated April 2022 – staff who are first aid trained have been updated and are correct as of 28/4/22, increase from 1 to 3 x members of staff who have attended First Aid at Work training. All COVID-19 amendments have been removed. | | |
| February 2024 – bumped heads procedure updated | | |
| May 2026 – First Aid Needs Assessment reassessed and updated | | |

Policy Statement

Merton 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 Merton Junior School is held by Kayleigh Reading, Headteacher, as 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 & 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 (Appendix 4) 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

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.

School First Aid Trained Staff

At Merton Junior School there are 14 school first aid trained staff who are as follows:

Claire Marshall, Lisa Ballard, Helen Hooley, Debbie Thane, Rachel Rodgers, Chloe Wheeler, Linda Haddington, Rachel Gilbert, Emma Batten, Tracey Clay, Jena Phillips, Kelly Burns, Libby Traynor, Abby Wilson. 3 further members of staff will complete their training in July 2026 : Kady Pike, James McGillivray & Millie Riglar bringing the total to 17 members of staff who are trained.

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

Qualified First Aiders (First Aid at Work qualification)

At Merton Junior School there is 1 qualified first aiders:

- Claire Marshall

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).

First Aid Provision

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

- 1 first aid kits on the premises
 - This first aid kit will be situated in the Medical room
 - Each class will also have a small first aid kit

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the School office

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:

- running water, first aid kit, chair, First Aid Supplies, PPE equipment to include masks, aprons and gloves.

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 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
- If instructed to do so on a child's healthcare plan

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 (this is when more than a plaster or more than TLC is required)
- requires attendance at hospital
- If the child has sustained a head injury *

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message asking for the parent to contact the school.

In the event that parents cannot be contacted and a message has been left, a text will be sent, and if the injury is serious, our policy will be to continue to attempt to make contact with the parents until the end of the school day.

All communication attempts to be logged on first aid slips. 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/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.

***Head Injury -** If there is a visible bump, bruise or mark. We will apply an ice pack, attempt to call parents, if no contact can be made we will send a text. A first aid slip will be completed and sent home with the child. The child will be given a bumped head sticker.

If there are no visible marks, bruising or bump. A first aid slip will be completed and sent home with the child. The child will be given a bumped head sticker. A text will be sent to the first contact on our system.

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 Risk 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 Helen Hooley 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 off-site 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.

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

Please note that any child who sustains a head injury will be given a bumped head sticker to wear. This will alert all staff and parents to monitor the child in case the child displays further symptoms.

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| CHILDREN'S SERVICES HEALTH & SAFETY TEAM | |
| For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at: | |
| https://www.hants.gov.uk/educationandlearning/school-health-safety | |

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 work place it does not consider site specific risks and needs.

| Category of risk | Numbers employed at work | Guidance on number & 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 |

The second table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations the level of provision will be very different dependent on the risk.

| | 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 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 |

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|---|---------------------|--|---------------------|--|
| First-aider with an emergency first aid at work (EFAW) certificate | No | 0 | 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 AED training. | Yes | Indicates first-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFA qualified staff or alternatively staff can be trained in paediatric first aid. |
| Appointed person | No | 0 | No | 0 |
| First-aid equipment and facilities | Required Y/N | Number needed | Required Y/N | Number needed |
| First-aid Container | 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 number of pupils/staff with history of cardiovascular problems. | No | 0 |
| Travelling first-aid kit | Yes | At least 1 per vehicle | No | 0 |
| First-aid room | Yes | 1 | Yes | 1 |

| Part 1 | | ASSESSMENT OF FIRST AID NEEDS |
|-----------------------------|---|---|
| Merton Junior School | | |
| No. | 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 risk assessments? | <p><i>We have 14 members of staff who have completed St John's first aid training & a further 3 will be trained in July 2026</i></p> <p><i>We also have 1 member of staff who have completed the First Aid at Work course. We have use of 2 members of staff at the linked Infant School who have also completed the First Aid at Work training.</i></p> |
| 2 | Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc) | <p><i>Edwards & Ward catering staff are trained to use cooking equipment</i></p> <p><i>Site Manager has read COSHH assessments that are in place for using any chemicals</i></p> <p><i>Moore's cleaning company also have COSHH assessment for all of the products that they use. Staff have been trained by the external cleaning company.</i></p> <p><i>Cleaning staff have received basic first aid training</i></p> |
| 3 | Are large numbers of people employed on site? no | <p><i>36 Merton Staff, 5 Catering staff, 4 Cleaning company,</i></p> <p><i>We also have a play therapist and IT consultant who are on site once a week.</i></p> <p><i>Merton will have 17 members of staff trained</i></p> |
| 4 | What is your record of accidents and cases of ill-health? What type and where did they happen? | <p><i>Most pupil accidents happen on the playground, slip, trip bumped head</i></p> <p><i>Staff accidents seem to be slips / trips or scolding whilst using water heater</i></p> |
| 5 | Are there staff/children on site who have | <i>School staff are aware of staff members who have</i> |

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| | disabilities or specific health problems? | <i>specific health needs.</i> <i>Children who have health needs will have an Individual Health Care Plan</i> |
| 6 | Are there clients or service users on the site who may need first aid? | <i>Yes, visitors are given information when they sign in on how to obtain first aid treatment if needed</i> |
| 7 | Is there first aid cover for lunch times and for the beginning and end of the working day? | <i>We have 14 members of staff who have completed St John's first aid training plus 3 to follow</i> <i>We also have 1 members of staff who have completed the First Aid at Work course.</i> |
| 8 | What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building? | <i>School is on one site, no additional requirements needed as staff are spread out equally around the building</i> |
| 9 | Do you have any work experience trainees? | <i>Not currently</i> |
| 10 | Are there a number of inexperienced or young staff/workers/visitors on site? | <i>Not currently</i> |
| 11 | Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods? | <i>Number of people on site during the day does change but we have a sufficient number of first aid trained staff to cover this</i> |
| 12 | Do staff work in shift patterns and does each shift have sufficient first aid cover? | <i>No</i> |
| 13 | Do you work on a site occupied by other organisations and share first aid arrangements? | <i>Merton Infant School shares our site and we have use of their Emergency First Aiders if required.</i> |
| 14 | What is the distance from emergency services and how long are they likely to take to arrive on site? | <i>Hospital and ambulance are 5 minutes away and fire brigade approximately 10 minutes</i> |
| 15 | Do some staff work alone or remotely (including contracted home workers)? | <i>Site Manager works alone and has full access to a first aid kit.</i> <i>Lone working arrangements are in place</i> |
| 16 | Do you have service users aged five years | <i>No</i> |

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| | of age or younger? | |
| 17 | Do members of the public visit your premises? | <i>Yes, visitors are covered by our first aiders</i> |
| 18 | Do you have any employees with reading or language difficulties? | <i>No</i> |

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

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| Part 2 | SUMMARY OF REQUIRED FIRST AID PROVISION |
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| Merton Junior School | |
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| Level of First Aid Staff (Type of Provision) | Numbers of Staff Required to be on Site at Any Time | Numbers to be Trained to Meet On-Site Requirement |
|--|---|---|
| Qualified First Aider | 0 | 0 |
| Emergency First Aider with First aid at work certificate | 1 | 2 further members of staff available at infant school |
| School First Aid Trained | 10 | We currently have 14 |
| Paediatric First Aid Trained | 0 | 0 |
| Appointed Person | 0 | 0 |
| Other: Asthma & anaphylaxis <i>(Note: This is not to include any training requirements for medicine administration)</i> | 8 | 14 with 3 further members of staff to follow – All school staff will receive allergy training in June 2026 |
| First Aid Kits | Quantity Required | Locations of First Aid Kits |
| Yes | 2 in medical room, and each class also has a medical bag in the class cupboard | Medical room, office and each classroom |
| Travel First Aid Kits | Quantity Required | Locations of Travel Kits |
| Not needed but we do have | None required but we do have 1 | Office |

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| These which we use for sporting events or trips | on site | |
| First Aid Rooms/Areas | Quantity Required | Locations of Rooms |
| Yes | 1 | By reception |
| Defibrillator / Additional Equipment | Quantity Required | Locations of Rooms |
| Yes | None required but we do have one on site | Medical room by reception |

First Aid Needs Assessment Completion

Manager's comments Insert comments relevant to assessment as appropriate

First Aid kits are to be checked by C Marshall half termly and Learning support assistants are to replenish as they use the supplies

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| Name of manager | Signature of manager | Date |
| | | |

Assessment reviews Set future review dates & sign/comment upon completion

| Review date | Reviewed by | Reviewer signature | Remarks |
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CHILDREN'S SERVICES ASSESSMENT FORM
First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

| First Aid Kit Checklist | | | | |
|--|--|---|--------------------------|------------------------|
| Location of First Aid Kit/Box | | Medical Room and small medical bags and buckets in classroom | | |
| Vehicle & Registration No. (if applicable) | | | | |
| Identity No. of First Aid Kit/Box (if applicable) | | | | |
| Date of Initial First Aid Kit/Box Check | | | | |
| Name of Assessing First Aider | | | | |
| Contents Check | | | | |
| No. | Premises First Aid Box | Minimum Required | Required Quantity | Actual Quantity |
| 1 | Guidance card | 1 | | |
| 2 | Individually wrapped sterile adhesive dressings (assorted sizes) | 20 | | |
| 3 | Sterile eye pads | 2 | | |
| 4 | Individually wrapped triangular bandages (preferably sterile) | 4 | | |
| 5 | Safety pins | 6 | | |
| 6 | Medium individually wrapped sterile unmedicated wound dressings | 6 | | |
| 7 | Large individually wrapped sterile unmedicated wound dressings | 2 | | |
| 8 | Pair of disposable gloves | 1 | | |
| No. | Travel First Aid Kit | Minimum Required | Required Quantity | Actual Quantity |
| 1 | Guidance card | 1 | | |
| 2 | Individually wrapped sterile adhesive dressings | 6 | | |
| 3 | Individually wrapped triangular bandages | 2 | | |
| 4 | Large sterile unmedicated dressing (approx. 18cm x 18cm) | 1 | | |
| 5 | Safety pins | 2 | | |
| 6 | Individually wrapped moist cleansing wipes (alcohol free) | 2 | | |
| 7 | Pair of disposable gloves | 1 | | |
| Additional Checks | | | | |

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|---|--|-----|----|
| 1 | Are all items of first aid within expiry date? | YES | NO |
| 2 | Are all items of first aid in good, undamaged condition? | YES | NO |
| 3 | Is the first aid kit/box in good condition & undamaged? | YES | NO |
| 4 | Is the location of the first aid kit/box clean and accessible? | YES | NO |
| 5 | Is the first aid location sign present & in good condition? | YES | NO |
| 6 | Is the list/sign of trained first aiders present & up-to-date? | YES | NO |

Summary of Actions

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| FIRST AID KIT PASSED (e.g. 3-MONTH) CHECK & NO ACTION REQUIRED | YES | NO |
|--|-----|----|

Actions required if 'NO'

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| Name of Assessor | | Signature of Assessor | | Assessed Date | |
|------------------|--|-----------------------|--|---------------|--|

Follow-up Actions

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| REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED | YES | NO |
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|------|--|-----------|--|------|--|
| Name | | Signature | | Date | |
|------|--|-----------|--|------|--|

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance
Required Quantity – Your own contents requirements based upon your selected size of first aid kit
Quantities are to be locally inserted before the form is issued or used
Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit