



*'Growing together to be the best we can be through respect, resilience and responsibility'*

## First Aid Policy

Date of Policy Issue:	February 2024
Review Date:	September 2024
Name of Responsible Manager/Headteacher:	Rachel Cregan
Signature of Responsible Manager/Headteacher	Jamie Dodson
Signature of Chair of Governors	Caroline Horne
Date:	February 2024

Issue number	2.4
Changes:	<ul style="list-style-type: none"> <li>• Change of policy issue dates and number</li> <li>• Changes to staff first aiders</li> <li>• Changes to head bump procedure</li> </ul>

<b>Introduction</b>	
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## **Policy Statement**

Kings Worthy Primary 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 Kings Worthy Primary School is held by the School Business Manager who is 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 2) 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

<b>First Aid Training</b>	
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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 Kings Worthy Primary School there are 0 appointed persons.

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 (the Appointed 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.**

### **School First Aid Trained Staff**

At Kings Worthy Primary School there are 11 school's first aid trained staff who are as follows:

- Carol Butler – LSA
- Beatrix Harkay – LSA
- Sarah Evans – LSA
- Emma Clarke – Admin Officer
- Michelle Jones – Admin Assistant
- Tia Gelder – LSA & Wrap around care
- Arron Potter – LSA
- Laura Rolfe – LSA (maternity)
- Claire Mitchell – LSA
- Kath Brash – Admin Officer
- Sarah Gemmill – LSA
- Catherine Chinn – LSA
- Maria Cooper – LSA
- Natalia Sledz – LSA
- Katy Grosvenor-Jones – LSA
- Alexa Miller – LSA
- Mandy Horrigan – Admin Assistant

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

At there are 2 emergency first aiders who are as follows:

- Chris Carr – Site Manager
- Eric Barnes – Site Assistant

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 at Work course)*

At Kings Worthy Primary School there are 2 qualified FAW first aiders as follows:

- Rachel Cregan – Business & Admin Manager
- Lucy Shuff – Pastoral Support Worker

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 Kings Worthy Primary School there is 1 paediatric first aid trained staff who is as follows:

- Eve Silvester

This member of staff is 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.

### **Anaphylaxis Training**

All School staff will undertake online Anaphylaxis training suitable for schools.

<b>First Aid Provision</b>	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

Kings Worthy Primary School will have a Premises First Aid Box and a Travel First Aid Kit which will be stored in the First Aid Room. There will also be at least four portable first aid kits for playground/outdoor use. There are basic first aid supplies in each classroom.

It is the responsibility of the qualified first aider to check the contents of all first aid kits every four months (termly) and record findings on the Children’s Services First Aid Kit Checklist (CSAF-003 – Appendix 3). Completed checklists are to be stored in the Health and Safety File.

It is the responsibility of the first aider to replace any supplies that they have used from the first aid kit after administering any first aid.

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/s
- 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/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

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 attendance at hospital
- requires serious first aid treatment, for example, for a serious head injury the parents/carers will be notified immediately via telephone and asked to attend the setting if required to monitor them at home. If the parent/carer wishes for them to remain at school a note will be completed for them to take home and a head bump sticker given to them to wear.
- the child sustains a non-serious head injury i.e. minor bump to the head, in which case a text message will be sent to the parent informing them of the injury, a note will be completed for the child to take home (in Year R/KS1 the teacher/LSA will hand the note over and speak to the person picking up the child at the end of the day). The child will also be given a head bump sticker to identify them as having received treatment for a minor head 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.

In the event that parents can not 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 can not 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

School Business Manager 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 School Trip 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.

<b>Records</b>	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name/Initials of the qualified/emergency/school/paediatric first aider or appointed person
- Date & Time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken including any necessary contact with parents.

Any accidents requiring hospital treatment will be notified using the online reporting system (appendix 1)

The Governing body will receive an annual report from the headteacher on the programme of staff training and the nature of any complaints received.

Attached to this policy:

- Guidance for the incident reporting system – appendix 1
- Accident reporting flowchart
- First Aid needs assessment – appendix 2
- First Aid checklist – appendix 3

## Appendix 1

### Guidance for the Incident Reporting System

Hampshire County Council (HCC) has an online system for reporting and recording **all** accidents, near misses, road traffic incidents, dangerous occurrences, occupational ill health, incidents of violent behaviour and near misses. This system can be located via links from our H&S web pages using the link below:

<https://www.hants.gov.uk/educationandlearning/school-health-safety/incident-accident-reporting>

There is also a paper version of the reporting form available for those staff in the interim that do not have IT access or the time to complete it online themselves.

The flow chart on the next page can be used to clarify how serious incidents should be reported in schools. The reporting system has been introduced to enable HCC to maintain visibility of all incidents that are **work related** and enable departmental H&S teams to take ownership of reporting accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

#### What should be reported?

The online system should be used to report accidents that are **work related** and fall into one of the following criteria:

- Accidents – all incidents to staff, contractors, members of the public and any serious incidents to children (it is still expected that schools will record on a first aid log for everyday injuries in the playground etc. which will not need to be reported on the online system)
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during the course of a work related activity
- Near misses – any near misses on site
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<http://www.hse.gov.uk/riddor/dangerous-occurences.htm> )
- Occupational Ill Health - a range of [specific illnesses or diseases](#) that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Violent incidents – intentional violent incidents/act towards a member of staff or public in a care related activity.

Once you have reported an incident you will be emailed a copy of the report (please ensure your email address is entered correctly). These then form your record of the incident that can be used to monitor locally for trends.

For some incident reports e.g. accidents, you will be asked to complete an investigation as well. This will record your follow up actions. The investigation request will be sent to the person you have entered in the system on the incident report management section.

## Appendix 2

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

<b>Part 1</b>		<b>ASSESSMENT OF FIRST AID NEEDS</b>
<b>Name of Premises/Organisation/School</b>		<b>Kings Worthy Primary School</b>
<b>No.</b>	<b>Aspects to Consider at Your Premises</b>	<b>First Aid Provision Considerations (Insert Your Information)</b>
<b>1</b>	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	
<b>2</b>	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	
<b>3</b>	Are large numbers of people employed on site?	
<b>4</b>	What is your record of accidents and cases of ill-health? What type and where did they happen?	
<b>5</b>	Are there staff/children on site who have disabilities or specific health problems?	
<b>6</b>	Are there clients or service users on the site who may need first aid?	
<b>7</b>	Is there first aid cover for lunch times and for the beginning and end of the working day?	
<b>8</b>	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	
<b>9</b>	Do you have any work experience trainees?	



<b>10</b>	Are there a number of inexperienced or young staff/workers/visitors on site?	
<b>11</b>	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	
<b>12</b>	Do staff work in shift patterns and does each shift have sufficient first aid cover?	
<b>13</b>	Do you work on a site occupied by other organisations and share first aid arrangements?	
<b>14</b>	What is the distance from emergency services and how long are they likely to take to arrive on site?	
<b>15</b>	Do some staff work alone or remotely (including contracted home workers)?	
<b>16</b>	Do you have service users aged five years of age or younger?	
<b>17</b>	Do members of the public visit your premises?	
<b>18</b>	Do you have any employees with reading or language difficulties?	

**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.**

<b>Part 2</b>	<b>SUMMARY OF REQUIRED FIRST AID PROVISION</b>	
<b>Name of Premises/Organisation/School</b>		
<b>Level of First Aid Staff (Type of Provision)</b>	<b>Numbers of Staff Required to be on Site at Any Time</b>	<b>Numbers to be Trained to Meet On-Site Requirement</b>
<b>Qualified First Aider</b>		

<b>Emergency First Aider</b>		
<b>School First Aid Trained</b>		
<b>Paediatric First Aid Trained</b>		
<b>Appointed Person</b>		
<b>Other:</b> (Please specify)		
<i>(Note: This is not to include any training requirements for medicine administration)</i>		
<b>First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of First Aid Kits</b>
<b>Yes / No</b>		
<b>Travel First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of Travel Kits</b>
<b>Yes / No</b>		
<b>First Aid Rooms/Areas</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>
<b>Yes / No</b>		
<b>Defibrillator / Additional Equipment</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>
<b>Yes / No (list)</b>		
<b>First Aid Needs Assessment Completion</b>		
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate	
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>

<b>Assessment reviews</b>		Set future review dates & sign/comment upon completion	
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>

## Appendix 3

### 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				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box				
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				
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				
FIRST AID KIT PASSED (e.g. 3-MONTH) CHECK & NO ACTION REQUIRED		YES	NO	
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES	NO	
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

