

# First Aid Policy

**Agreed at Full Governing Body Meeting November 2016**

Frequency of Review: Every two Years

Policy based on SCC Model Attendance Policy May 2015

Amendments

2016 - NF/DS/HJ/JA/CC

## Overview

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

## First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. The Assessment of First Aid Provision Form is completed at each school site to assess the first aid requirements against set criteria, this assessment is reviewed annually and where changes occur.

First aid provision must be adequate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available.

The individual workplace arrangements must be effectively communicated to employees and visitors indicating how to access first aid.

## Types of First Aid Personnel

**A First Aider (FAW)** is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

**An Appointed Person** is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
  - calling an ambulance (where required), and
  - being responsible for first aid equipment e.g. re-stocking the first aid box.
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

## Additional First Aid Requirements Early Years

All first schools within the Penk Valley Federation meet the Statutory Framework for the Early Years Foundation Stage which requires that at least one person who has a current Paediatric First Aid Certificate will be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate.

## Coach Assistants/Drivers and Attendants

School mini bus drivers undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

## First-Aid Materials and Equipment

All Penk Valley Federation schools clearly identify the first aid provision, ensuring the necessary materials, equipment and facilities are provided and maintained in accordance with the need.

This includes ensuring that first-aid equipment including a body spills kit is suitably marked, easily accessible and available in all places identified by the assessment. Routine inspection of the contents of first-aid containers are conducted. Sufficient supplies are held. All schools discard any items after the expiry date has passed.

### Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

### PROCEDURES

In case of concern about the health of an individual the following precautions should be followed:

1. the child is sent to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the class teacher and or head/ office staff as necessary
4. parents are informed when necessary

### Levels of action include:

- Treatment on school premises for minor ailments/ accidents
- Treatment on school premises with a head bump letter or grazed knee letter sent home informing parents of the nature of the incident/ accident and treatment given
- **Pupils may only have sticking plasters applied if parental consent forms give permission.**
- Where an injury is deemed severe enough to be checked by a medical person but not severe enough for hospital, parents are contacted
- If an injury is very serious or there is any uncertainty about the level of severity an ambulance will be called immediately and parents informed. An appropriate member of

staff will attend hospital with a child in the absence of a parent.  
There is a money tin and mobile phone in the office which can be taken by the staff member.

### **In each case every attempt should be made to:**

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
  - headteacher
  - parents/carers
  - LA
- Keep accurate records of the injury, events leading up to the injury and subsequent actions.
- Always err on the side of caution & listen to the child
- Consider the needs of the child as central to all actions

### **Reporting & Investigating an Accident**

All accidents involving children are reported in the minor accidents book kept in the First Aid Area.

Where an employee is injured they should complete the B1510 Accident Book. If that is not possible then someone may do this on their behalf. Accidents involving injury to children on work experience and work placements must be reported to the school and recorded in the Accident Book.

All severe accidents should be reported to county using form HSF40 and an investigation into the root cause carried out.

### **Review of Policy**

This policy will be reviewed every 3 years, or before if necessary by the Federation Governing Body.

## Princefield First School

### Qualified First Aiders

Name	Area	Qualification	Date Of Qualification	Expiry Date
Mrs D Price	Nursery Teaching Assistant	First aid at work	17/11/2016	17/11/2019
Mrs D Collis	Teaching Assistant	First aid at work	03/11/2015	02/11/2018
Mrs H Johnson	Head Teacher	Basic Paediatric	06/09/2016	06/09/2019
Mrs J Binns	Teacher	Paediatric	23/04/2015	22/04/2018
Mrs K Humphreys	Nursery Teacher	Paediatric	20/05/2015	20/05/2018
Mrs K Lewis	Teaching Assistant	Basic Paediatric	06/09/2016	06/09/2019
Mrs R Turnbull	Teaching Assistant	Paediatric	30/06/2014	30/06/2017
Mrs S Lane	Teaching Assistant	Basic Paediatric	06/09/2016	06/09/2019
Miss C Biddlestone	Teaching Assistant	Basic Paediatric	06/09/2016	06/09/2019
Mrs M Tooth	Clerical Assistant	Basic Paediatric	06/09/2016	06/09/2019
Mrs M Payton	Lunchtime Supervisor	Basic Paediatric	06/09/2016	06/09/2019
Ms Beddows	Lunchtime Supervisor	Basic Paediatric	06/09/2016	06/09/2019

## EQUIPMENT

The main first aid box is kept in the Year 1 area. It contains only approved equipment, together with allergy/medical notes. There are first aid boxes in each classroom. They contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection. There is a yellow bin in the Yr 1 area for the disposal of blood products. There is a cool box for summer lunchtime injuries. This can be taken onto the field.

For the supervising of an out-of-school visit there is a first aid box in the stock cupboard – staff must ensure that this and/or the class box is taken on a trip.

Office staff routinely check and replenish stocks as necessary.

## Marshbrook First School

### Qualified First Aiders

Area	Name	Type	Expiry Date
Office	Kath Wootton	First Aid at Work	Jan 2020
Senior Play leader Before and After school	Fiona Smith	First Aid at Work	Jan 2020
Office	Lesley Guest	First Aid at Work	March 2018
Teaching Assistant	Caron Raybould	First Aid at Work	March 2018
Assistant Head Teacher /Early years foundation stage manager	Jill Gould	Paediatric First Aid	Dec 2017
Teaching Assistant	Karen Andrews	Paediatric First Aid	March 2018
Nursery/ Nursey Nurse	Nicola Bishop	Paediatric First Aid	March 2019
Head Nursey Nurse	Lydnse Griffiths	Paediatric First Aid	Jan 2019
Play worker	Aimee Ellis	Paediatric First Aid	Dec 2017
Play worker	Hannah Palmer	Paediatric First Aid	Jan 2019
Play worker/Teaching Assistant	Gemma Brothwood	Paediatric First Aid	March 2018
Senior lunchtime Supervisor	Vanessa Milsom	Basic First Aid	Sept 2019
Senior lunchtime Supervisor	Kay Bate	Basic First Aid	Sept 2019
Senior lunchtime Supervisor	Caroly Vincent	Basic First Aid	Sept 2019
Teaching Assistant	Ruth Ward	Basic First Aid	Sept 2019
Teaching Assistant	Rebecca Nichols	Basic First Aid	Sept 2019
Teaching Assistant	Katie Tromans	Basic First Aid	Sept 2019

### EQUIPMENT

The main first aid box is kept in the Medical Room, there is also a box for school trips kept in here. They contain only approved equipment, latex gloves are also available, which must be used for first aid treatment, particularly if blood is present. Nursery have their own first aid box. Each classroom has a medical box, which contains individual inhalers etc. and allergy/medical notes. Copies of allergy/medical notes are also kept in the school office. There are yellow bags in the medical room, for the disposal of blood products. These can be put in the bodily fluids bin in nursery

Office staff routinely check and replenish stocks as necessary.

## Penkridge Middle School Qualified First Aiders

Area	Name	Type	Expiry Date
Office Staff	Joy Allman	First Aid At Work qualification	June 2018
	Lisa Wright	First Aid At Work qualification	Sept 2018
Support Staff	Rosemary Davies	First Aid At Work qualification	Aug 2017
		Paediatric	Oct 2018
Support Staff	Judith Barnes	First Aid at Work	June 2018
Dinner Supervisor	Dawn Target	First Aid at Work	May 2017
Teachers	Shane Sutton	First Aid At Work qualification	Sept 2017

### EQUIPMENT

The main first aid box is kept in medical room that is located by the school office. It contains only approved equipment. Pupil medication is kept in a locked cabinet in the main office. There are first aid boxes in each classroom. They contain latex gloves, which must be used for first aid treatment, particularly if blood is present. (This is to eliminate the risk of HIV virus infection). They also contain plasters and cleansing wipes. There is a yellow bin in the medical room for the disposal of blood products

For the supervising of an out-of-school visit there is a first aid box in the stock cupboard – staff must ensure that this and/or the class box is taken on a trip.

Office staff routinely checks and replenish stocks as necessary.

- If an injury is very serious or there is any uncertainty about the level of severity an ambulance will be called immediately and parents informed. An appropriate member of staff will attend hospital with a child in the absence of a parent. There is a money tin and mobile phone in the office which can be taken by the staff member.

## Wolgarston High School

### Qualified First Aiders

Area	Name	Type	Expiry Date
FSSC	Sharon Wynn	First Aid at Work	Jan 2018
	Nese Nield	First Aid at Work	Feb 2017
	Lisa Farmer	First Aid at Work	July 2017
Office	Jo Richards	First Aid at Work	Jan 2020
	Sophie Halsted	First Aid at Work	Aug 2019
	Donna Harrison	First Aid at Work	Jan 2020
Support Staff	Caroline Fillingham	First Aid at Work	Nov 2017
Teacher	Andrew Fuller	First Aid at Work	July 2019
	Carly Edwards	School's First Aid	Dec 2018
	Andy Greenwood	School's First Aid	Dec 2018
	Matt Skinner	School's First Aid	Dec 2018
	Sally Stanton	School's First Aid	Dec 2018
	Caroline Dodd	School's First Aid	Dec 2018
Kitchen	Richard Wood	First Aid at Work	Aug 2017

### EQUIPMENT

A fully equipped medical room is available and staffed during the school day. Our medical kits contains only approved equipment, individual pupil medication is kept in a locked cabinet. There are first aid boxes located around the school, they contain latex gloves, which must be used for first aid treatment, particularly if blood is present. (This is to eliminate the risk of HIV virus infection). They also contain plasters and cleansing wipes. In department areas such as science and design and technology, additional more specialist supplies are available. There is a yellow bin in the medical room for the disposal of blood products

Whenever a school visit is arranged, a separate back pack is made available, which contains emergency first aid equipment, and relevant medical information for pupils.

First aid staff routinely checks and replenish stocks as necessary.