



First Aid Policy

Reviewed: September 2022
Next review: September 2025

Signed on behalf of the Governing Body

Policy Statement

West Tytherley CE 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 West Tytherley CE Primary is held by the Headteacher, 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 (Appendix 1) 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 template 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 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 West Tytherley CE Primary School, 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.

The appointed persons are as follows:

- Emma Bessant
- Amanda Bowyer

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

At West Tytherley CE Primary, the First Aid Needs Assessment identifies that emergency first aiders are not necessary due to the nature/level of risk.

Paediatric First Aid Trained Staff

At West Tytherley CE Primary, there are three paediatric first aid trained staff, as follows:

- Emma Bessant
- Amanda Bowyer
- Jessica Lee

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.

First Aid Provision

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

- 5 first aid kits on the premises
- These first aid kits will be situated: 3 in the medical cupboard (1 daily kit and 2 travel kits for school educational visits, 1 in the shed for the playground and 1 in the Early Years classroom).

It is the responsibility of the '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 office Health and Safety file.

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

The Medical Area (at the bottom of the stairs) 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:

- Z bed and blanket
- running water (accessible from the disabled toilet)
- Medical waste bin (accessible from the disabled toilet)
- first aid kit
- PPE
- chair
- First Aid recording sheets
- Telephone (accessible from the school office)

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 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

Staff should 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 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 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.

School trips

The first-aid arrangements for school organised trips/visit are included in the educational 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.

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

Appendix 1

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

| Part 1 | | ASSESSMENT OF FIRST AID NEEDS |
|------------------------------------|---|---|
| Name of School Organisation | | West Tytherley CE Primary 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? | <i>The risks of injury and ill health is low and procedures in place help to reduce risks. On this basis, we at least require one paediatric first aider and an appointed person on site at all times.</i> |
| 2 | Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc) | <i>Staff are also trained in first aid which are renewed every three years. However, this is not a necessity but rather to increase confidence and skills for our staff.</i> <i>First aid equipment located centrally, at the bottom of the stairs, near the school office for easy emergency phone calls if required.</i> <i>First aid equipment is also found in shed on the playground to treat pupils for minor grazes.</i> |
| 3 | Are large numbers of people employed on site? | <i>No – only 11 members of staff</i> |
| 4 | What is your record of accidents and cases of ill-health? What type and where did they happen? | <i>The majority of first aid incidents were children on the playground. Additional first aid kit was located in the shed on the playground for easy use. Walkie talkies used at all times on the playground, when crossing the road and in the dining/village hall.</i> |
| 5 | Are there staff/children on site who have disabilities or specific health problems? | <i>All staff, including first aiders, are aware of any medical conditions of pupils and staff.</i> |
| 6 | Are there clients or service users on the site who may need first aid? | <i>No</i> |

| | | |
|-----------|---|---|
| 7 | Is there first aid cover for lunch times and for the beginning and end of the working day? | <i>An adequate level of first aid cover is available at lunch times and staff can easily call for assistance using the walkie talkies. An emergency at work first aider is available at the start/end of the day to provide additional cover.</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>An additional first aid kit is located in the dining hall and the village hall.</i> |
| 9 | Do you have any work experience trainees? | <i>No</i> |
| 10 | Are there a number of inexperienced or young staff/workers/visitors on site? | <i>No</i> |
| 11 | Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods? | <i>No</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>No</i> |
| 14 | What is the distance from emergency services and how long are they likely to take to arrive on site? | <i>Site is fairly remote from emergency services (approx. a 20 mins drive). We have two paediatric first aiders</i> |
| 15 | Do some staff work alone or remotely (including contracted home workers)? | <i>Cleaning Staff work in the evening and have access to their own first aid kits so they can self-administer first aid (in accordance with your own lone working policy).</i> |
| 16 | Do you have service users aged five years of age or younger? | <i>We have two paediatric first aiders onsite to comply with the EYFS statutory instrument and Ofsted requirements for school.</i> |
| 17 | Do members of the public visit your premises? | <i>Rarely and low risk. Hampshire County Council does extend its</i> |

| | | |
|---|--|--|
| | | <i>first aid cover for members of the public using our sites and services.</i> |
| 18 | Do you have any employees with reading or language difficulties? | <i>No</i> |
| <p>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.</p> | | |

| Part 2 | SUMMARY OF REQUIRED FIRST AID PROVISION | |
|---|---|---|
| Name of Premises/Organisation/School | | West Tytherley CE Primary School |
| 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 | | |
| Emergency First Aider | 0 | 0 |
| School First Aid Trained | 0 | 0 |
| Paediatric First Aid Trained | 1 | 3 |
| Appointed Person | 1 | 2 |
| Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i> | | |
| First Aid Kits | Quantity Required | Locations of First Aid Kits |
| Yes | 3 | 1 x medical cupboard 1 x shed on playground 1 x Early Years classroom |
| Travel First Aid Kits | Quantity Required | Locations of Travel Kits |
| Yes | 2 | Medical area in blue bags |
| First Aid Rooms/Areas | Quantity Required | Locations of Rooms |
| Yes | 1 | Bottom of stairs and in disabled facilities |
| Defibrillator / Additional Equipment | Quantity Required | Locations of Rooms |
| No (list) | 0 | Located in Village near Pragnell Cottages |
| First Aid Needs Assessment Completion | | |

| | | | |
|---------------------------|--------------------|--|----------------|
| Manager's comments | | Insert comments relevant to assessment as appropriate | |
| | | | |
| Name of manager | | Signature of manager | Date |
| Lucy Macey | | | September 22 |
| Assessment reviews | | Set future review dates & sign/comment upon completion | |
| Review date | Reviewed by | Reviewer signature | Remarks |
| | | | |
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Appendix 2

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| <p>CHILDREN'S SERVICES ASSESSMENT FORM</p> <p>First Aid Kit Checklist</p> |
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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 <i>(if applicable)</i> | | | | |
| 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