



First Aid Policy

Reviewed: January 2025

Next review: January 2027

Signed on behalf of the Governing Body

Derek Smith (Chair of Governors)

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 (see 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

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

At West Tytherley Primary School, there are five emergency first aiders:

- Owena Archer
- Ruby Herrington
- Emma Bessant
- Louise Payne
- Kayleigh Haynes

Paediatric First Aid Trained Staff

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

- Owena Archer
- Emma Bessant
- Ruby Herrington
- Kayleigh Haynes

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 or younger.

First Aid Provision

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

- Five first aid kits on the premises.
- These first aid kits will be situated: three in the medical cupboard (one daily kit and two travel kits for school educational visits, one in the shed for the playground and one 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

On 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/visits 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

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 <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