



# First Aid Policy

Approved by the Governing Body: July 2024  
Review Date: July 2025

## Policy Statement

Wickham 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 Wickham CE Primary School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the County's 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 (see Appendix 1) will be used to produce the First Aid Needs Assessment for our site;
- Ensuring that there is 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, 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 Wickham CE Primary School there are members of the staff who are first aid trained. Details, including their names and qualifications, are included in the Health and Safety Training Plan and are displayed in the medical room and on the Health and Safety Notice Board.

## **Emergency First Aiders**

At Wickham CE Primary School there are three emergency first aiders who have attended an HSE approved 1-day emergency first aid course - "Emergency first aid at work" - provided by St John Ambulance to qualify them as first aiders. Details, including their names and qualifications, are included in the Health and Safety Training Plan and are displayed in the medical room and on the Health and Safety Notice Board.

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).

## **Paediatric First Aid Trained Staff**

At Wickham CE Primary School there are ten paediatric first aid trained staff. Details, including their names and qualifications, are included in the Health and Safety Training Plan and are displayed in the medical room and Health and on the Safety Notice Board.

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**

In addition to ensuring compliance with the relevant legislation, information from the First Aid Needs Assessment has been used to provide first aid kits in excess of minimum requirements to secure high standards of first aid provision at the school. These include:

- Two first aid kits in the main school building (one in First Aid room and one in Maple Room);
- Two first aid kits in the swimming pool changing rooms (one in boys, one in girls);
- Three portable first aid kits for school trips;
- First Aid Kit in the school minibus.

Additional Supplies are located in the school office and the first aid room. It is the responsibility of the emergency first aiders to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Health and Safety Policies file in the school office. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room in the reception areas of the school 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:

- Folding bed, blanket, pillow, running water, toilet, first aid kit, and chair.

## **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider 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 always to notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury;
- requires first aid treatment;
- requires attendance at hospital.

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 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 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.

### **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 needs assessment for that activity.

Where the school has 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 senior Admin Officer, 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 risk assessment for each trip using guidance from EVOLVE. These are raised 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.

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Wickham 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>Risks of injury are largely minor cuts, grazes and bruises.</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Work with hazardous substances and tools is only undertaken by the caretaker and contract cleaners outside school hours. The COSHH register is kept up to date and located in the school office. Children are prohibited in school Kitchen managed by HC3S staff.</i>
3	Are large numbers of people employed on site?	<i>There are 49 members of staff employed at the school including pre school staff and wrap around staff. HC3s (catering) also employ a small number of staff.</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Accidents are mainly minor resulting in cuts or grazes.</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>We have one child with specific health needs who has 1:1 LSAs.</i>
6	Are there clients or service users on the site who may need first aid?	<i>Their needs are satisfied by the first aid cover available at the school.</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>First Aid cover is available at the beginning and end of the day as there is always a member of the admin staff on site and they are all trained. Lunch and break times are covered by LSAs and Lunchtime Supervisory Assistants for minor first Aid with office staff available for assistance if required.</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>The site consists of a large single story building with a swimming pool. There are two first aid rooms. The principle first aid room is next to the school office and can be accessed from all areas of the school.</i>

<b>9</b>	Do you have any work experience trainees?	<i>From time to time work experience students are in school and we have volunteers in school on a regular basis.</i>
<b>10</b>	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Very low numbers</i>
<b>11</b>	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>Staff numbers are consistent during school hours i.e 8.30 am – 3.30 pm. This reduces after this time to office and teaching staff.</i>
<b>12</b>	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>The caretaker is the only member of staff who works shifts. He is not alone on site during term time but there are occasions during the school holidays where he is alone. He carries a mobile phone with him at all times.</i>
<b>13</b>	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>Pre school and wrap around care is managed by school staff</i>
<b>14</b>	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>The school is within 400 yards of a doctor's surgery, 5 miles of a hospital and 3 miles from the nearest Ambulance Station. The nearest defibrillator is held at the community centre which is also within 400 yards.</i>
<b>15</b>	Do some staff work alone or remotely (including contracted home workers)?	<i>Staff work alone in their classrooms at the beginning and end of the day.</i>
<b>16</b>	Do you have service users aged five years of age or younger?	<i>We currently have 10 members of staff who are paediatric first Aid trained. Any trips involving children under 5 ensure that one of these members of staff are present.</i>
<b>17</b>	Do members of the public visit your premises?	<i>Parents and other family members visit the premises every day. There is sufficient First Aid Cover for these visitors and an onsite defbrillator</i>
<b>18</b>	Do you have any employees with reading or language difficulties?	<i>No</i>

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION	
Name of Premises/Organisation/School	Wickham CofE 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	N/A	N/A
Emergency First Aider	1	3 trained
School First Aid Trained	2	2 (currently 5 onsite)
Paediatric First Aid Trained	1	2 (currently 10 onsite)
Appointed Person	1	3
<b>Other:</b> (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	4	First Aid Room KS1 Office School Kitchen Maple Room
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes	2	School Office School Minibus
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes	2	Reception Area KS1 Area
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
Yes	1	School office
First Aid Needs Assessment Completion		
Manager's comments	Insert comments relevant to assessment as appropriate	

<b>Name of Manager</b>		<b>Signature of manager</b>	<b>Date</b>
Graham Cutter			July 2024
<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>
July 2025			