



# **Bishop Martin CE Primary School**

## **First Aid Policy**

**2025**

<b>Version Number</b>	<b>Purpose / Change</b>	<b>Author</b>	<b>Date</b>	<b>Authorised by</b>
V1	Original Document	Michelle Irving	17.12.25	

## FIRST AID GUIDANCE

This policy is designed to promote the health, safety and welfare of pupils / pupils, staff, and visitors to this School through the provision of first aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice and Guidance.

## AIMS OF THE POLICY

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- We are compliant with all relevant legislation.
- a person is appointed to take charge of first aid arrangements.
- staff nominated as first aiders receive up-to-date training by a suitably recognised organisation.
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the School.
- all members of staff are fully informed regarding the first aid arrangements.
- all staff are aware of hygiene and infection control procedures.
- written records are maintained of any accidents, injuries, diseases, or dangerous occurrences. Reports are undertaken as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- first aid arrangements are regularly reviewed and assessed to maintain adequate first aid provision.

## PROCEDURE

First aid provision will be always available while people are on the School premises and off the premises while on School visits.

## RISK ASSESSMENT

In accordance with the School's Health and Safety Policy, the annual risk assessment of all School buildings and facilities will pay particular attention to:

- Practical activities
- The use of machinery
- Storage of hazardous substances
- The use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or Pupils who have special health needs or disabilities.

In determining the level of provision, the Leadership Team will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and School trips
- the provision for practical activities

## EARLY YEARS FOUNDATION STAGE (EYFS)

All newly qualified staff with Level 2 or 3 pupilcare qualification will also hold a current Paediatric First Aid or Emergency Paediatric First Aid Certificate.

At least one person who has a current Paediatric First Aid Certificate will be on the premises and available at all times when pupils are present and will accompany pupils on outings.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/532503/PFA\\_Consultation\\_findings\\_and\\_response.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/532503/PFA_Consultation_findings_and_response.PDF)

## FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

All first aiders shall have access to all necessary equipment, and all staff, Pupils and visitor etc. shall have reasonable access to first aid. Although equipment will vary, all areas of the School shall maintain suitable first-aid box facilities and have suitable cover from a Qualified First Aider.

First Aid container will be:

- clearly marked.
- located near to hand washing facilities.
- stocked in accordance with HSE recommendations. (Checklist can be found at the back of this document.)

Where it is known that staff or Pupils engaged in an out of School activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g., a supply of insulin or an adrenaline-pen.

## FIRST AID KITS FOR EDUCATIONAL OFF-SITE VISITS OR EVENTS

A risk assessment must be undertaken for all off site visits and activities that take place over 200 meters from School buildings which must determine the type and size of any first aid kit and any additional supplies or equipment necessary to adequately support the First Aid provision.

## FIRST AID KIT LOCATIONS

First Aid Box Number	Location	Signage in place
1	Nursery (Inside classroom)	Yes
2	Year 1 (Inside classroom)	Yes
3		
4	Year 2 (Inside classroom)	Yes
5		
6	Year 3 (Inside classroom)	Yes
7		
8	Year 4 (Inside classroom)	Yes
9		
10	Year 5 (Inside classroom)	Yes
11		
12	Year 6 (Inside classroom)	Yes
13		
14	Year 6 (Inside classroom)	Yes
15	First Aid Station KS1(Disabled Toilet)	Yes
16	First Aid Station KS2 (Medical room)	Yes
Several	Grab Bags for break times	No

## FIRST AID KIT CONTENTS

These should be made of suitable material, protect the contents, and be clearly marked.

Typical first aid kit in the School will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits

In situations where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. The use of eye baths/cups or refillable containers is not recommended.

Extra equipment, or items required for special hazards, e.g., antidotes, may be kept in or near first-aid boxes but only where the first aider has been specifically trained in their use.

## CARE AND REPLACEMENT OF EQUIPMENT

All First Aiders must check the contents of all First Aid boxes etc. to ensure they are sufficiently stocked, and all contents are in date. The checks must be undertaken at least monthly and recorded on the check sheet which should be kept with the first aid box. Completed sheets should be returned to the first aid appointed lead and can be found at the back of this document

If staff are taking a First Aid kit for use on Off-Site Visits or Events, they must first check the box to ensure it is suitably stocked and contents are in date. They should sign the checklist to confirm they have assessed the contents.

**Note: First aid does not include the treatment of minor illnesses such as headaches — therefore headache pills and/or other medications, etc. must not be kept in the first-aid box.**

## SPECIALISED FIRST AID EQUIPMENT REQUIRED (EYE WASHES, BURN KITS ETC)

Identified Persons	Type of Equipment	Location	Expiry
Cleaners / Caretaker	Eye Washes	Main Office	Various
Site Staff	Sharps Box	Caretakers Room	N/A

## FIRST AID ROOMS

The School does have specific First Aid designated Rooms. The First Aiders should make a suitable assessment of the treatment required and ensure that the person receiving treatment is taken to a suitable area if treatment is not to be provided at the scene.

Any rooms used for First Aid treatment should be clean and clear and away from any dusty, noisy or workshop environments etc.

## SIGNAGE

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in the First Aid Kits and in various locations around School. The signage shall be



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Copies of all training records and a training matrix identifying expiry dates etc. shall be maintained by the School Business Manager on EveryHR.

## SCHOOL INFORMATION

<b>Staff per shift</b>	35
<b>Total no. of staff</b>	37
<b>Staff outside standard hours</b>	0
<b>Lone working</b>	1
<b>Total no. of pupils</b>	190
<b>Total no. of pupils outside standard hours</b>	20
<b>No. of School buildings and floors</b>	2 Buildings and 2 floors
<b>Max distance to 1<sup>st</sup> aid kits</b>	10 mts
<b>Major incidents in past 12 months</b>	2
<b>Work experience, trainees, volunteers or honorary staff</b>	2

## SPECIFIC HAZARDS ON SITE

List specific hazards in the area. E.g., slips & trips, work at height, plant, or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling.

HAZARD	LOCATION
Slips, trips, and falls.	Playgrounds, gym hall, garden area playing fields.
Manual Handling	School site staff
Burns, scalding's.	Kitchen Staff
Objects falling from height	Generally,
Respiratory issues (asthma)	Generally
COSHH	Caretakers / Cleaners

## DEFIBRILLATORS

Two defibrillators are available on the school site one in the disabled toilet in the infants and one in the main entrance in the juniors. First Aiders shall be provided with guidance etc. on the use and maintenance of defibrillators.

## TRAINING AND REFRESHER

First Aid training normally expires after 3 years from the date of the initial course. All First Aiders shall remain current with their training, which must be formally refreshed and assessed after 3 years.

## LOCATION OF NEAREST HOSPITAL

<b>Name</b>	<b>Ormskirk &amp; Southport District Hospital</b>
<b>Address</b>	<b>Dicconson Way, Wigan Road, Ormskirk L39 2AZ</b>
<b>Situated</b>	<b>6.5 miles</b>
<b>Travel Time</b>	<b>16 mins by transport</b>

## HYGIENE AND INFECTION CONTROL

All staff will:

- follow basic hygiene procedures.
- be aware as to how to take precautions to avoid infections, e.g., HIV, AIDS and COVID-19, etc.

All staff will have access to single use disposable gloves and hand washing facilities.

The School will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Gloves – Are to be worn to protect your hands.
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided when applicable.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.

Disposable gloves will be always worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

Head Lice:

A general letter / text is sent to parents / carers of all pupils if there is a case of head lice in the school.

If live lice are noticed in a pupil's hair the parents / carers will be contacted by telephone to inform them of the issue.

## BODY FLUIDS / HIV PROCEDURE

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid Kits.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (Vomit, Diarrhoea and Blood) must be cleaned immediately. This is vital so spread of infections is reduced. Disposable gloves, mask and an apron should be worn. They must be kept for this purpose only. Following use, gloves, mask and apron must be carefully discarded in black bin liner.
- Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush is available for body spillages and is kept in a cleaning cupboard. Wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper, put into a black bin liner and dispose of in the external bin.
- Hands must be washed and dried after removal of protective gloves.

### COVID-19 Guidance for clearing up blood or body-fluids spills:

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer or organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels or roll onto the spill, and if you are not part of the emergency services, seek advice from them when they arrive.

## RECORDING OF FIRST AID TREATMENT, ACCIDENTS, AND INCIDENTS

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first aiders and other appointed persons will include:

- the date, time, and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given.
- what happened to the pupil or member of staff immediately afterwards (e.g., went home, resumed normal duties, or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the School manager / deputy, or the appointed person will follow the School's established procedures for contacting a parent or carer.

- All incidents, injuries, head injuries, ailments and treatment will be reported in the Accident Book which is kept in the School office. Serious incidents where a pupil has had to be taken to hospital must also be reported to **Compliance Education on 0800 6128162** or via the School's appointed Health and Safety Advisor **Michelle Irving on 07937 181 579**.

- Parents will be informed of a head injury by letter. The letter outlines the injury and symptoms to look out for. This letter is to be handed to the class teacher so that they are aware of any injury and therefore can monitor the pupil.
- First Aiders will contact parents by phone if they have concerns about any injury.
- Staff should complete the School accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

## REPORTING ACCIDENTS TO THE HSE (RIDDOR)

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: <http://www.hse.gov.uk/pubns/edis1.pdf>

### ACCIDENT – EMPLOYEES

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than seven days
- work-related disease that affects an employee and that a doctor confirms in writing.
- Fractures, other than to fingers, thumbs, and toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which cover more than 10% of the body or cause significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### ACCIDENT – PUPILS AND VISITORS (MEMBERS OF THE PUBLIC)

- The death of the person which arose out of or in connection with a work activity.
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment.

The responsible person at/for the School will consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- the way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g., poorly maintained, or slippery floors)

### SUBMITTING A REPORT AND ACCIDENT INVESTIGATION

- All incidents will be recorded in the School accident book and to **Compliance Education on 0800 6128162** or via the School's appointed **Health and Safety Advisor Michelle Irving on 0796181579**.

Compliance Education will review/investigate the incident and when necessary, will report all RIDDOR incidents to the HSE's Incident Contact Centre without delay.

The School Business Manager is responsible for ensuring all incidents subject to RIDDOR are reported to Compliance Education within 48hrs of the incident as RIDDOR reports are time sensitive.

All incidents will receive an appropriate level of investigation by staff who have attended accident reporting and investigation training. An accident investigation is performed to prevent similar accidents in the future.

Additional advice and guidance regarding what are reportable under RIDDOR, along with support in investigating serious incidents is available from Compliance Education if required.

### SCHOOL PROCEDURES

## FIRST AID PROVISION

- Several staff will hold First Aid Qualifications. Training will be carried out by an organisation whose training and qualifications are approved by the Health and Safety Executive. The certificate is valid for three years after which a refresher course is required before further re-certification. A list of qualified first aiders is displayed by the First Aid Kits and in various locations around School.
- Designated lead First Aiders will oversee the implementation of this policy.
- The designated first aid leads will ensure that there are enough first aid boxes for the number of Pupils and adults in the School, for the number of Pupils and adults participating in a School trip. There is a legal requirement for first aid equipment for each person in the School; this should be regularly checked on the NHS website.
- The designated lead persons will ensure the maintenance of the contents of the first aid boxes and other supplies.
- The School Business Manager keeps a record of the training completed and will identify when First Aiders need to refresh training.
- All staff will be trained in any aspects of First Aid deemed necessary to support a care plan for a pupil e.g., asthma, epilepsy, the use of an EpiPen.
- The designated lead persons for First Aid will monitor the frequency of accidents, their location, and age group to see if patterns emerge. They will bring this to the attention of the School Manager, who will plan a course of action to address the matter.
- There is a defibrillator positioned in the KS3 corridor near the year 3 toilets. For best practise the first aiders have had training and are qualified to deliver this. However, you do not need to be trained to use a defibrillator, there are clear instructions on how to attach the defibrillator pads. It then assesses the heart rhythm and will only instruct you to deliver a shock if it's needed.

## PROCEDURES – ON THE PREMISES

- In the event of injury or medical emergency, Pupils /staff will be directed to an appointed First Aider.
- Any pupil complaining of illness or who has been injured will be taken to a first aid point by an adult for the named First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities which are close by). If appropriate, parents will be contacted so that the pupil can be collected and taken home.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY BY DIALLING 999 / 112**
- Unless it cannot possibly be avoided, members of staff should administer first aid with another adult present or in a public area. Whilst respecting the dignity of the pupil, adults should not put themselves in vulnerable situations.
- Members of staff or volunteer helpers should only administer first aid if necessary and would be ideally trained.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing or cleaned with sterile wipes. **CHECK FOR ALLERGY TO PLASTERS BEFORE USE.** Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to the Head Teacher / Deputy Head Teacher who should call an ambulance and the pupil's parents ASAP. Contact details can be obtained from the School office. A member of staff will accompany the pupil to the hospital if the parent is not able to come to School immediately.
- If staff are concerned about the welfare of a pupil, they should contact the School Office/First Aider immediately. If an injury has been sustained, the pupil should not be moved unless they are in immediate danger.

## PROCEDURES – EDUCATIONAL / RECREATIONAL VISITS / RESIDENTS

- The Head Teacher and EVC (Educational Visit's Co-Ordinator) has responsibility for ensuring staff have adhered to the School's 'Educational Visits Procedures' when organising a visit.
- Risk Assessment will be carried out as part of an educational trip. Particular attention needs to be paid to the Educational Visits Policy.
- Educational visit/risk assessment forms must be completed before any visit takes place and this is signed by the SLT.
- This form has the mobile numbers for emergencies of staff on the trip and those in School.
- This form also has information about any pupil who has an illness or needs medication.
- Staff must take an adequate number of first aid kit/s for the number of Pupils participating.
- Whenever possible take a MOBILE TELEPHONE on trips out of school
- Teachers are responsible to check that pupils who require inhalers that they have them on their person.
- For swimming trips, that instruction is provided by qualified swimming instructors and that a qualified first aiders is available at the pool.

## ACTION AT AN EMERGENCY (TO BE UNDERTAKEN BY TRAINED FIRST AIDER)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.

### ***IF THERE IS NO RESPONSE in an adult:***

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position.
- If the casualty is not breathing send a helper to call an ambulance and then bring the defibrillator from the main foyer.
- If breathing is absent begin Cardiopulmonary Resuscitation (CPR).
- Give 30 chest compressions, 2 rescue breaths and then continue with 30 chest compressions, (30:2) until emergency help arrives.

### ***IF THERE IS NO RESPONSE in a pupil:***

- Give 5 rescue breaths and with one hand on the centre of the chest give 30 chest compressions, Then continue with 2 rescue breaths and 30 chest compressions (30:2) until emergency help arrives.

### ***IF THERE IS NO RESPONSE in a pupil under one year:***

- Give 5 rescue breaths and with index and middle finger on the centre of the chest give 30 chest compressions, Then continue with 2 rescue breaths and 30 chest compressions (30:2) until emergency help arrives.

## COVID 19 GUIDANCE FOR FIRST AIDERS

**Physical distancing** – is close contact required or likely?

Assess whether close contact is required. Where possible, stay at least 2 metres away from other people but not if this affects your response.

Hand hygiene

Clean your hands thoroughly with soap and water or hand sanitiser after close contact with others and after touching any surfaces in the area you are working in.

### **Person Protective Equipment (PPE):**

Where it is not possible to maintain a 2-metre distance and you are required to deliver hands on care, don-on PPE.

### **Cardiopulmonary resuscitation:**

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a dynamic risk assessment to assess appropriate infection control precautions.

**In adults**, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes where cardiac arrest has not occurred due to lack of oxygen (asphyxia arrest).

**In Pupils**, cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.

If you perform mouth to mouth ventilation on someone with COVID-19 you should stay at home and complete 10 full days self- isolation.

If you perform mouth-to-mouth ventilation on someone who does not have COVID-19, no additional actions need to be taken other than monitoring yourself for symptoms of COVID-19 over the following 14 days.

However, if they are subsequently diagnosed with COVID-19 you may be contacted by NHS Test and Trace and asked to self-isolate.

If you develop symptoms of COVID-19, however mild, or receive a positive test result, inform your employer and follow the stay-at-home guidance.

**Info on the administering of medicines to Pupils can be found in the relevant School policy.**

## FIRST AID KIT MONTHLY CHECKLIST

<b>Name:</b>		<b>Date of inspection:</b>	
<b>Building:</b>	<b>Room:</b>	<b>First Aid Box Number</b>	

All First Aid Kits should contain the minimum contents in line with the British Standard BS 85991 recommendations as stated below. Additional First Aid Kits used for offsite visits etc. should be of a sufficient size in line with group numbers and activity.

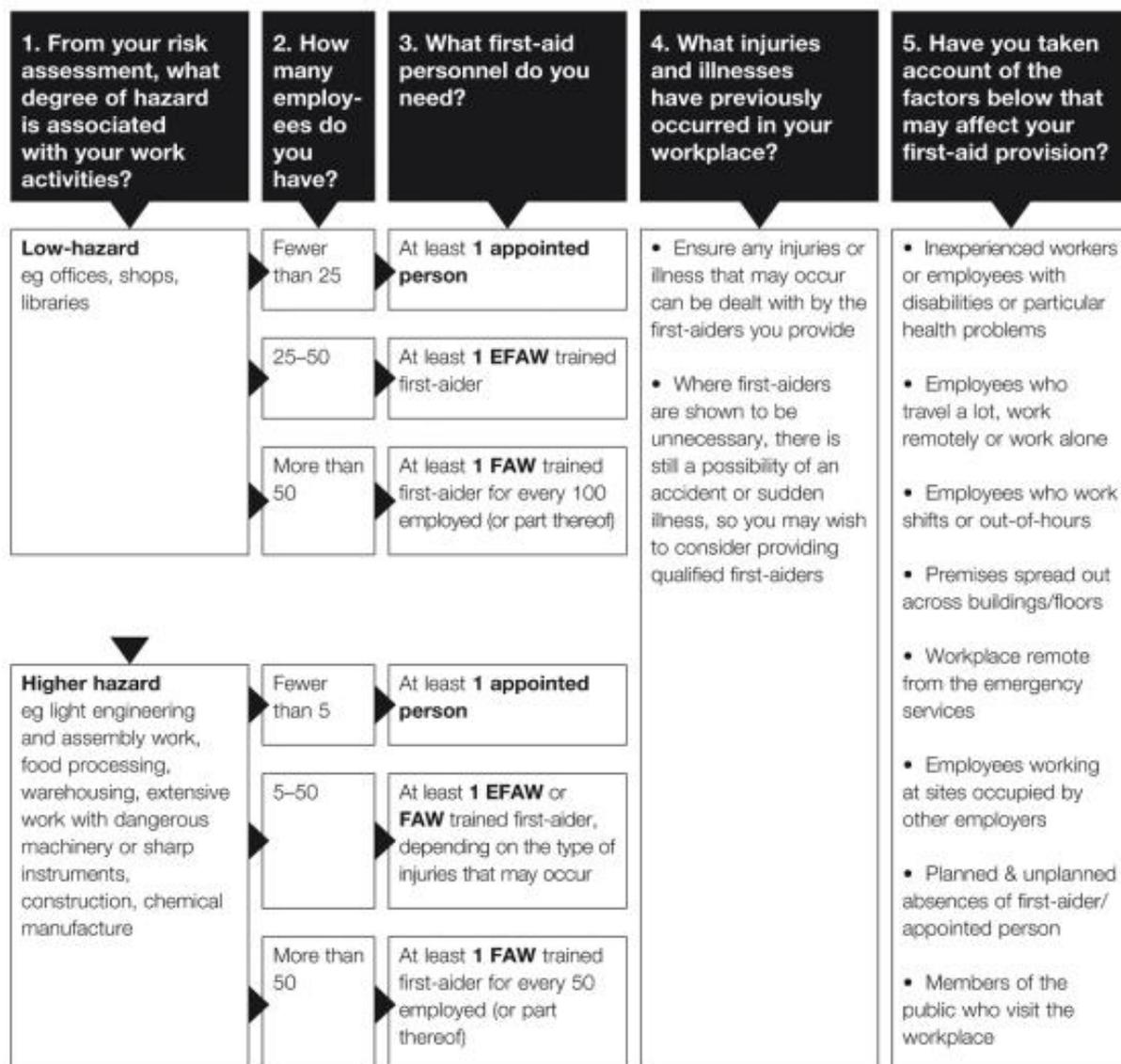
<u>Item /Component</u>	<u>Min Qty (Medium Kit)</u>	<u>Current Quantity Stocked</u>	<u>Quantity Required</u>
First Aid Guidance Leaflet	1		
Contents List	1		
Medium Sterile Dressing (12cm x 12cm)	6		
Large Sterile Dressing (18cm x 18cm)	2		
Triangular bandage	3		
Alcohol Free Moist Cleansing Wipes	30		
Eye Pad Sterile Dressing (7cm x 5cm)	3		
Adhesive Tape- Hyper-Allergenic Micro-Porous Tape	1		
Nitrile Disposable Gloves	18 Pairs		
Finger Sterile Dressing	3		
Sterile Adhesive Dressings (Individually Wrapped Plasters)	60		
Resuscitation Face Shield	2		
Foil Blanket	2		
Eye Wash (Sterile 20ml Pods)	5		
Burn Dressing	2		
Tuff Cut Scissors	1		
Conforming bandage	2		

All First Aid Boxes to be checked MONTHLY - Contents must meet minimum Stock levels as details in Table above.

<b>Kit Fully Stocked as per Minimum?</b> <small>* Please Tick as appropriate</small>	Yes*	No* <b>ACTION: -</b>
<b>Kit Contents in Date?</b> <small>* Please Tick as appropriate</small>	Yes*	No* <b>ACTION: -</b>

<b>Inspected By (Print Name):</b>	<b>Signed:</b>
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## SUGGESTED NUMBER OF TRAINED FIRST AID PERSONNEL



However, schools with nurseries and reception classes are also subject to Early Years Foundation Stage (EYFS) and Ofsted regulations. Under current rules, early years providers must have at least one **12 Hour paediatric first aid course Level 3** qualified available on each premise at all times.