

FIRST AID POLICY

Date of Policy Issue:	October 2012
Name of Responsible Manager / Headteacher:	Mr John D F Martin
Policy Owner:	Mrs Louise Riordan
Date of Policy Approval by Governing Body:	23rd October 2012
Date of last Policy Review:	November 2021
Date of next Policy Review:	November 2022

Introduction

Policy Statement

Castle Hill Primary School will ensure compliance with the relevant legislation with regard to the provision of first aid for all staff, pupils and visitors. To make sure that staff and governors are aware of their responsibilities with regards to health and safety, plus provide a framework for responding to an incident and recording the outcomes.

HCC has ultimate responsibility for health and safety matters in school, but delegates responsibilities for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

Responsibility for first aid at **Castle Hill Primary School** is held by **John DF Martin** who is the responsible Executive Head Teacher. All members of staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All first aid provision is arranged and managed in accordance with the Hampshire County Council Corporate Guidance for First Aid Policy and the following legislation and guidance.

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, plan to implement necessary measures, and arrange for appropriate information and training

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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 (CSAF-002- Appendix 2) 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, 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.

Appointed Persons

At Castle Hill Primary School there are three appointed persons who are as follows:

- Mrs Ruth Davies & Mrs Holly Hodge
- Mrs Amy Rounce

Where the assessment of first aid needs identifies that a qualified first aid member of staff is 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.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Emergency Paediatric First Aid at Work (EFAW) *(Those completing the HSE approved 1-day/6 hours emergency first aid course).* At Castle Hill Primary School there are currently 50 emergency first aiders.

Monica Fenner	Ana Perng	Stefania Unida
Holly Hodge	Jo Austin	Lyndsey Randall
Ruth Davies	Lorraine White	Liam James
Brigitte Mosdell	Sophie Goddard	Kellyann McKenna
Michele Toobe	Steve Moira	Rob House
Tara Oliver	Joe Wildings	Laura Bridger
Gemma Silcox	Roma Vince	Charlotte Mundee
Amy Rounce	Gemma Brooks	Becky Minte
Amanda Wrigley	Natalie Arnold	Skye Hargroves
Camilla Shorey	Faye Gordon	Joanna Wheatley
Chloe Lee	Olivia Chambers	Suzy Turner
Cait Gannon	Donna Bone	Jena Phillips
Bethany Ellis	Ashton Clayton	Elizabeth Lee
Sonal Finn	Kathryn Seaborne	Laura Barlow
Julie O'Grady	Ella Hogan	Nicola Paine
Michael Nash	James Tutton	Sam Shephard
Carole Ashton	Cait Gannon	

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).

First Aid at Work (FAW) *(Those completing the HSE approved 3-day first aid course)*

At Castle Hill Primary School there are 2 qualified first aiders who are as follows:

- James Tutton
- Louise Riordan

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. There may also be other duties and responsibilities which

are identified and delegated to the first aider (e.g. first aid kit inspections). Completing an accident report on the same day, or as soon as is reasonably practical after the incident.

Paediatric First Aid Trained Staff

At Castle Hill Primary School there are 7 paediatric first aid trained staff who are as follows:

- Sophie Gill – EYFS Teacher
- Laura Cook - EYFS Teacher
- Nicola Paine – EYFS PTP
- Kelly Beauclerk - PTP
- Louise Riordan – School Business Manager
- Ria Willans – EYFS PTP
- Nicola Barrett – Cover Teacher

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

Additional Training - Examples of additional training needs (not exhaustive)

Additional Training	Examples where additional training may be relevant in Hampshire County Council
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry
Management of a drowning casualty	Swimming pools, rivers, lakes, outside education activities
Use of an Automated External Defibrillator	All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment
Recognising the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and providing appropriate first aid	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public
Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting	Schools and nurseries

Selection of personnel

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

First Aid Provision

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

- A premises first aid kits at Greenbank stored in the Medical Room
- A premises first aid kit at Rooksdown stored in the Front Office
- 5 portable first aid kits at Greenbank to be taken outside during lunchtimes & break times and for playground/ outdoor use and trips
- 8 portable first aid kits at Rooksdown to be taken outside during lunchtimes & break times and for playground/ outdoor use and trips
- All classrooms have a basic first aid kits across both sites
- A defibrillator is available in reception at both school sites

All first aid kits to be numbered and recorded as such on the First Aid Check list.

It is the responsibility of the Appointed Persons to check the contents of all the first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003 – Appendix 3). Completed checklists are to be stored in the medical room in the First Aid Folder.

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

The medical room 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:

- Washbasin with running water (Rooksdown Site)
- First aid kit
- Seating (which could be used for the patient to lie down – Rooksdown Site)
- Blanket
- Telephone

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 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, convulsion/Epileptic episode
- In the event of administering an Epipen (Allergic reaction/Anaphylaxis)
- In the event of administering medication for Asthma and the condition has not improved
- Whenever there is the possibility of a fracture or where this is suspected, where appropriate

- 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
- is a head injury a text message will be sent home to the priority 1 parent immediately

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 contact 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/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.

Out of Hours and Trips

The first-aid arrangements for all school managed and organised after school activities (parent's 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 have 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 School Business Manager 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 trip 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
- Date and time of the accident
- Details of injury, how it occurred and any First Aid administered
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Details of parental contact
- Signature of person reporting the incident

All accidents requiring hospital treatment should be notified using the online reporting system. Please refer to “Guidance for the Incident Reporting system” in Appendix 1.

The Governing Body will receive an annual report from the Headteacher on the programme of staff training and the nature of any complaints received.

Policy Attachments

Attached to this policy:

- Guidance for the Incident Reporting System (Appendix 1)
- Accident reporting flowchart
- First Aid Needs Assessment (Appendix 2)
- First Aid kit checklist (Appendix 3)
- First aid training flow chart (Appendix 4)
- Management check sheet and flow chart (Appendix 5)

Appendix 1 - Guidance for the Incident Reporting System

Hampshire County Council (HCC) has an online system for reporting and recording all accidents, near misses, road traffic incidents, dangerous occurrences, occupational ill health, incidents of violent behaviour and near misses. This system can be located via links from our H&S web pages using the link below:

<http://intranet.hants.gov.uk/healthandsafety/healthsafetyreport.htm>

There is also a paper version of the reporting form available for those staff in the interim that do not have IT access or the time to complete it online themselves.

The flow chart on the next page can be used to clarify how serious incidents should be reported in schools.

The reporting system has been introduced to enable HCC to maintain visibility of all incidents that are work related and enable departmental H&S teams to take ownership of reporting accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

What should be reported?

The online system should be used to report accidents that are work related and fall into one of the following criteria:

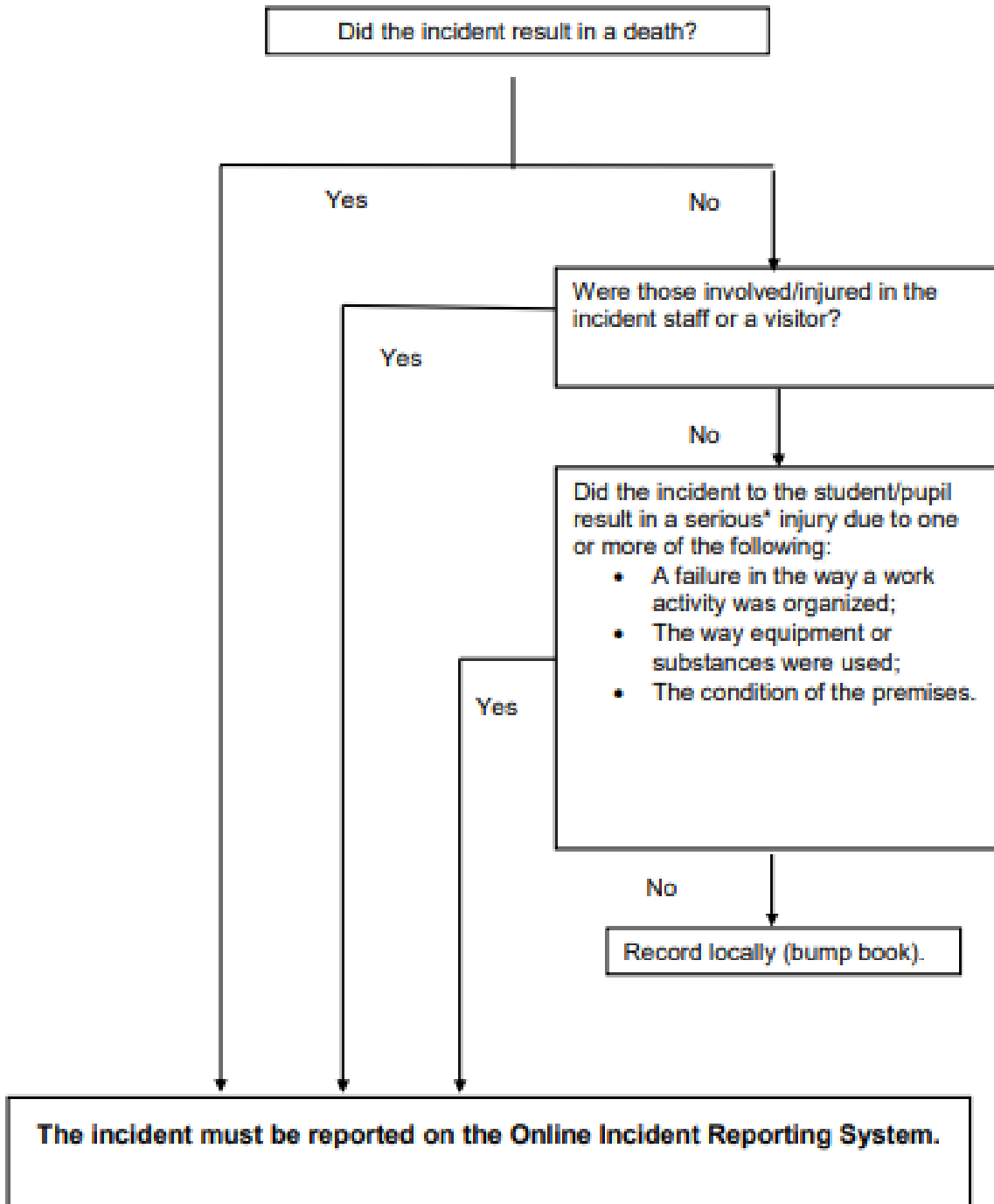
- Accidents – all incidents to staff, contractors, members of the public and any serious incidents to children (it is still expected that schools will use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system)
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during the course of a work-related activity
- Near misses – any near misses on site
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<https://www.hse.gov.uk/riddor/dangerous-occurences.htm>)

- Occupational Ill Health - a range of [specific illnesses or diseases](#) that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Violent incidents – intentional violent incidents/act towards a member of staff or public in a care related activity.

Once you have reported an incident you will be emailed a copy of the report (please ensure your email address is entered correctly). These then form your record of the incident that can be used to monitor locally for trends. For some incident reports e.g. accidents, you will be asked to complete an investigation as well. This will record your follow up actions. The investigation request will be sent to the person you have entered in the system on the incident report management section.

Appendix 1

Work related incident in a school



Schools will still need to use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system. For incidents where you believe there may be potential for a legal claim you can use the online accident report form and investigation to record your findings and actions.

Appendix 2 - Children's Services First Aid Needs Assessment Form (CSAF-002)

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 Premises/Organisation/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>You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location</i>
3	Are large numbers of people employed on site?	<i>You will need to consider the number of staff and a commensurate number of first aiders to deal with the higher probability of accidents</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>You may need to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues staff with disabilities might experience, but personal information can only be</i>

		<i>provided with the individual's permission</i>
6	Are there clients or service users on the site who may need first aid?	<i>The needs of any clients and service users should be considered in your assessment</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 will need to be considered at lunch times and start/end of the day with arrangements made with first aid trained staff to ensure there is adequate CHPS First Aid Policy: October 2018Page 9 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>The layout of some larger sites with separate buildings or large multi-storey buildings will need to be considered as to where the first aiders are based, as the distance first aiders have to travel may increase the risk to an injured person</i>
9	Do you have any work experience trainees?	<i>Remember that your first aid provision must extend to cover these trainees</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Young/inexperienced staff/visitors can have higher rates of injuries. If large enough numbers are present this may require additional first aid cover</i>
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The introduction of flexible working and extended working hours should be considered as part of the assessment for first aid cover</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Each shift may need to be considered separately to ensure that there is first aid provision when people are at work</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>If you share a site or building with one or more other organisations then co-operating on providing first aid cover is acceptable, but it is strongly recommended that this is documented in your own first aid policy and monitored. If the building or site is shared by staff from different departments it is important that the assessment considers the building or site as a whole, and departments share the first aid provision arrangements</i>

14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Sites remote from emergency services such as accident and emergency departments or where emergency services will take time to arrive may need a higher level of first aid provision such as a first aider rather than an emergency first aider</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Staff who work alone and especially those who work alone in remote locations will need access to their own first aid kits so they can self-administer first aid (in accordance with your own lone working policy). Staff who work at home full time will also need to have their own first aid provision</i>
16	Do you have service users aged five years of age or younger?	<i>The Early Years Foundations Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid trained staff always present on site and trips if five year olds or younger children are on site</i>
17	Do members of the public visit your premises?	<i>Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, this cover needs to be considered</i>
18	Do you have any employees with reading or language difficulties?	<i>You will need to make special arrangements to give them the necessary first aid information</i>

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.

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION		
Name of Premises/Organisation/School			
Level of First Aid Staff	Numbers of Staff Required to be on	Numbers to be Trained to Meet On-	

(Type of Provision)	Site at Any Time	Site Requirement
Qualified First Aider		
Emergency First Aider		
School First Aid Trained		
Paediatric First Aid Trained		
Appointed Person		
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 / No		
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes / No		
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes / No		
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
Yes / No (list)		
First Aid Needs Assessment Completion		
Manager's comments	Insert comments relevant to assessment as appropriate	

Name of manager		Signature of manager		Date
Assessment reviews		Set future review dates & sign/comment upon completion		
Review date	Reviewed by	Reviewer signature	Remarks	

Appendix 3 - Children's Services First Aid Kit Checklist (CSAF-003)

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

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 un-medicated wound dressings	6		
7	Large individually wrapped sterile un-medicated 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 un-medicated 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
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Actions required if 'NO'

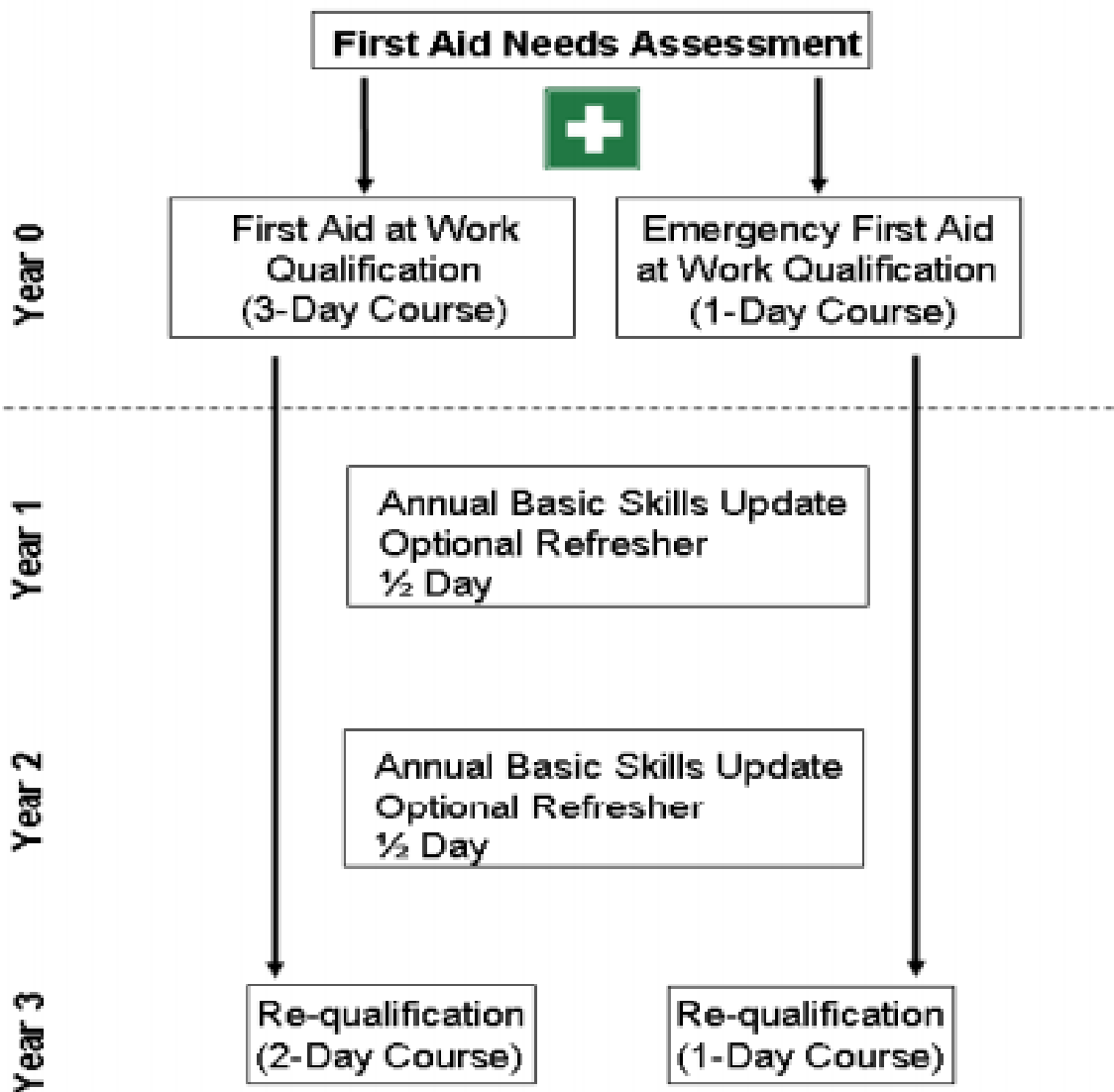
Name of Assessor		Signature of Assessor		Assessed Date	
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Follow-up Actions

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
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

Appendix 4 - First aid training flow chart



Records

Copies of training certificates must be maintained by local management.

Refresher training

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

Appendix 5 – Management check sheet and flow chart

