

The Federation of  
Chadsmoor Community Infant and Nursery School  
And  
Chadsmoor C.E (VC) Junior School

## First Aid Policy

Last Reviewed January 2023  
Review Annually

### **1. Introduction**

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;

Helping recovery through reassurance and protection from further danger.

### **2. Aims and Objectives**

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

### **3. The arrangements for applying the Policy**

#### **3.1 First Aid Provision**

The arrangements for first aid provision have been decided on the assessment of need (See Appendix 1)

The designated First Aider is Mrs A Moulden (Infants) and Mrs S Westwood (Juniors) They have completed and hold a current First Aid at Work certificate. Their role involves

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

Mrs Gripton,, Mrs Mullen, Mrs Harrison, Miss Regan, Mrs Smith, Mrs W Smith, Mrs Bradley, Mrs Broad, Miss Crampton, Mrs Goodman, Mrs Horton, Mrs Hunt, Mrs Bradley, Mrs Parker, Mrs Reaney and Mrs Wright also hold Emergency First Aid certificates and will cover the role of the designated first aider in her absence

### **3.2 Additional First Aid Requirements for the Early Years Foundation Stage**

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current Paediatric first aid certificate. Mrs Moulden, Mrs Chamberlain, Mrs Hutchinson, have paediatric first aid certificates

### **3.3 Location of First Aid Equipment**

#### **Infants**

First Aid boxes are marked with a white cross on a green background and are located in the following areas:

- Medical/ Wet room;
- Both YR and Nursery wet areas - on the wall next to the sink;
- Y2 area - located in the disabled toilet area;
- Mobiles have their own equipment - Please see map on Health and Safety board next to shower room
- A travelling First Aid kit is kept in the cupboard in the Medical/Wet room and is readily available for out of school activities.

#### **Juniors**

- In the school office
- Every year group has their own first aid kit in T.A rooms
- Disabled toilet by the hall has first aid equipment

### **3.4 Contents of First Aid boxes**

Mrs. A Moulden (Infants) and Mrs Westwood (Juniors) are responsible for regularly inspecting the contents of first aid containers and restocking their contents (See Appendix 2). Additional supplies are kept in the cupboard in the medical room (Infants) and School Office (Juniors).

- If items are used up please inform the office to re-order.
- Details of child's doctors are in the office - if parent has returned forms.
- Only regulation equipment should be used.

### **3.5 First Aid Room (Infants)**

Bed, blankets and pillows are available in the cupboard in the Medical/Wet room at all times.

### **3.6 First Aid Arrangements**

In the event of any child or adult requiring First Aid, a first aider will be contacted. There will always be a Qualified First Aider on the premises.

No casualty will be left unattended in normal circumstances. However, in the unlikely event of there only being one person available and where the situation is life-threatening, a casualty may have to be left while 999 is dialled.

If the accident is of a very minor nature, parents will be notified. For all other injuries, parents will be contacted as soon as possible and advised to seek further medical attention as appropriate. If no contacts are available, the most senior member of staff on site will assume Loco Parentis and take the appropriate action. If the accident is of a more serious nature, there will be no delay in contacting the emergency services.

All accidents, except minor grazes, will be recorded in the Accident Book, which is kept in the medical room (Infants) & disabled toilet (Juniors) More serious accidents will be reported on MyHealth and Safety. A copy of the Report form can be found in the Appendix.

The School Business Manager is responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at the school. These include ensuring that: -

- There are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- There is adequate provision of first aid equipment which is stored in suitable containers;
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly.
- Adequate access to a telephone is always available to call emergency services when required;
- Employees are informed of the local first aid arrangements at induction and whenever changes are made;
- Staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid area is available
- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- First aid requirements for off-site activities where there may be an increased risk of injury are identified before the activity takes place and the risk assessment reviewed in light of this.
- Records are maintained of: -
  - checking of first aid boxes;
  - all first aid administered. (This must be recorded in the accident book.)

### **3.7 Assessment of First Aid requirements**

The Headteacher will:

- make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (HSF 16) shall be used to record the assessment.
- keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).
- will monitor the adequacy of first aid provision and revise as necessary.
- review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.

### **3.8 Training of First Aid Personnel**

Employees who volunteer or are selected to be first aiders should be suitable for the task. All employees who undertake first aid duties must be competent to carry out their role. All identified First Aiders will have completed either First Aid at Work and/or Paediatric First Aid Training .

### **3.9 Liability**

The County's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

### **3.10 Infection Control**

- To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.
- Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled (kept in medical room and accessible toilet). Disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. Waste is then placed in the yellow bags (located in each first aid box) then disposed of in bins located around school - **it must not be mixed with ordinary waste without a yellow bag.**
- Contaminated work areas must be suitably disinfected and soiled clothing should be sent home. The following advice should be given - soiled clothing should be washed on a hot cycle.
- If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.
- In the event of a blood to blood wound, a needle stick injury or bite, encourage the wound to bleed for a few minutes, then clean with warm water and cover. All such incidents should be reported to the most senior member of staff on site and the Occupational Health Unit on 01785 276284 who will give further advice as appropriate. If the OHU is closed, then contact the Duty Consultant Microbiologist on 01782 271544. In addition, the designated staff member must complete the accident report on My Health & Safety.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

## **4 Legislative Framework**

- a. *The Health and Safety at Work Act*
- b. *The Management of Health and Safety at Work Regulations*
- c. *The Health and Safety (First Aid) Regulations*
- d. *HSE Approved Code of Practice & Guidance L74 - First Aid at Work*

## **5 Further Advice and Information**

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy, please contact The Strategic Health and Safety Service.

Further background information on this topic is available on the following

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

## **Standard Documents**

### **Appendices**

Appendix 1 - Assessment of First Aid Provision HSF 16

Appendix 2 - Contents of First Aid Boxes

Appendix 3 - Training requirements for first aid personnel

Appendix 4 - How to access first aid training

**Staffordshire County Council – First Aid Policy**  
**Assessment of First Aid Provision**

**Establishment/Location:** Chadsmoor Community Infant and Nursery school

**Name of Assessor(s):** J. Westley

***Assessment of First Aid Factors***

*In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -*

**Table 1**

<b>Assessment Factor</b>		<b>Apply?</b>		<b>Impact on First Aid Provision</b>
		<b>Yes</b>	<b>No</b>	
1	Have your risk assessments identified significant risks of injury and/or ill health?		√	If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?		√	You will need to consider: <ul style="list-style-type: none"> <li>- specific training for first aiders</li> <li>- extra first-aid equipment</li> <li>- precise siting of first-aid equipment.</li> </ul>
3	Are there parts of the establishment with different levels of risk?		√	You may need to make different levels of provision in different parts of the establishment.
4	Have you had any accidents or cases of ill-health in the past 12 months?	√		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> <li>- locate your provision in certain areas</li> <li>- review the contents of the first aid box.</li> </ul>
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	Y		You will need to consider: <ul style="list-style-type: none"> <li>- special equipment</li> <li>- local siting of equipment.</li> </ul>
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	Y		You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?		√	Remember that there needs to be first aid provision at all times that people are at work.
8	Is your workplace remote from emergency medical services?		√	You will need to: <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>
9	Do you have employees who travel a lot or work alone?	Y		You will need to consider: <ul style="list-style-type: none"> <li>- issuing personal first aid kits and training staff in their use.</li> </ul>

10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	Y		Lettings Tuesday and Thursday evenings. Arrangements made as part of lettings agreement
11	Do you have any work experience or other trainees?	Y		Your first aid provision must cover them.
12	Do members of the public visit your premises?	Y		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?			You may need to employ first aiders – see table 2 below.
14	Is a first aid room required?	√		Situated next to staff room.

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

	Type of Workplace	Numbers of First Aid Personnel Required
<b>Lower Risk</b>	Shops, offices, libraries, schools and similar workplaces	<p><b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p><b>50-100:</b> at least one first aider.</p> <p><b>More than 100:</b> one additional first aider for every 100 employed.</p>
<b>Higher Risk</b>	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p><b>Fewer than 5:</b> at least one appointed person.</p> <p><b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

## Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

- Qualified First Aiders
- Qualified Emergency First Aiders
- Appointed Persons
- First Aid Boxes
- First Aid Room
- Eye Wash Bottles
- Travelling First Aid Kits

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes**

#### **Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

**Signature of Assessor:** .....

**Date:** .....**Review Date:**.....



## Assessment of First Aid Provision

**Establishment/Location:** Chadsmoor Community Infant and Nursery School and Chadsmoor C.E (VC) Junior School

**Name of Assessor(s):** J. Westley

### *Assessment of First Aid Factors*

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		<b>Yes</b>	<b>No</b>	
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2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?		√	You will need to consider: <ul style="list-style-type: none"> <li>- specific training for first aiders</li> <li>- extra first-aid equipment</li> <li>- precise siting of first-aid equipment.</li> </ul>
3	Are there parts of the establishment with different levels of risk?		√	You may need to make different levels of provision in different parts of the establishment.
4	Have you had any accidents or cases of ill-health in the past 12 months?	√		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> <li>- locate your provision in certain areas</li> <li>- review the contents of the first aid box.</li> </ul>
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	Y		You will need to consider: <ul style="list-style-type: none"> <li>- special equipment</li> <li>- local siting of equipment.</li> </ul>
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	Y		You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?		√	Remember that there needs to be first aid provision at all times that people are at work.
8	Is your workplace remote from emergency medical services?		√	You will need to: <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>
9	Do you have employees who travel a lot or work alone?	Y		You will need to consider: <ul style="list-style-type: none"> <li>- issuing personal first aid kits and training staff in their use.</li> </ul>

10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	Y		Lettings Arrangements made as part of lettings agreement
11	Do you have any work experience or other trainees?		Y	Your first aid provision must cover them.
12	Do members of the public visit your premises?	Y		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: - 5 to 49			You may need to employ first aiders – see table 2 below.
14	Is a first aid room required?	√		

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

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The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

## Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	No.
Qualified First Aiders	7
Appointed Persons	1
First Aid Room	0
Travelling First Aid Kits	2

	No.
Qualified Emergency First Aiders	
First Aid Boxes	2 *
Eye Wash Bottles	N/A **

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes**

### **Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

**Signature of Assessor:** .....

**Date:** .....**Review Date:**.....

\* Plus Kitchen (SchoolGrid - Dolce)

\*\* Running water available at both first aid posts

## Staffordshire County Council

### First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

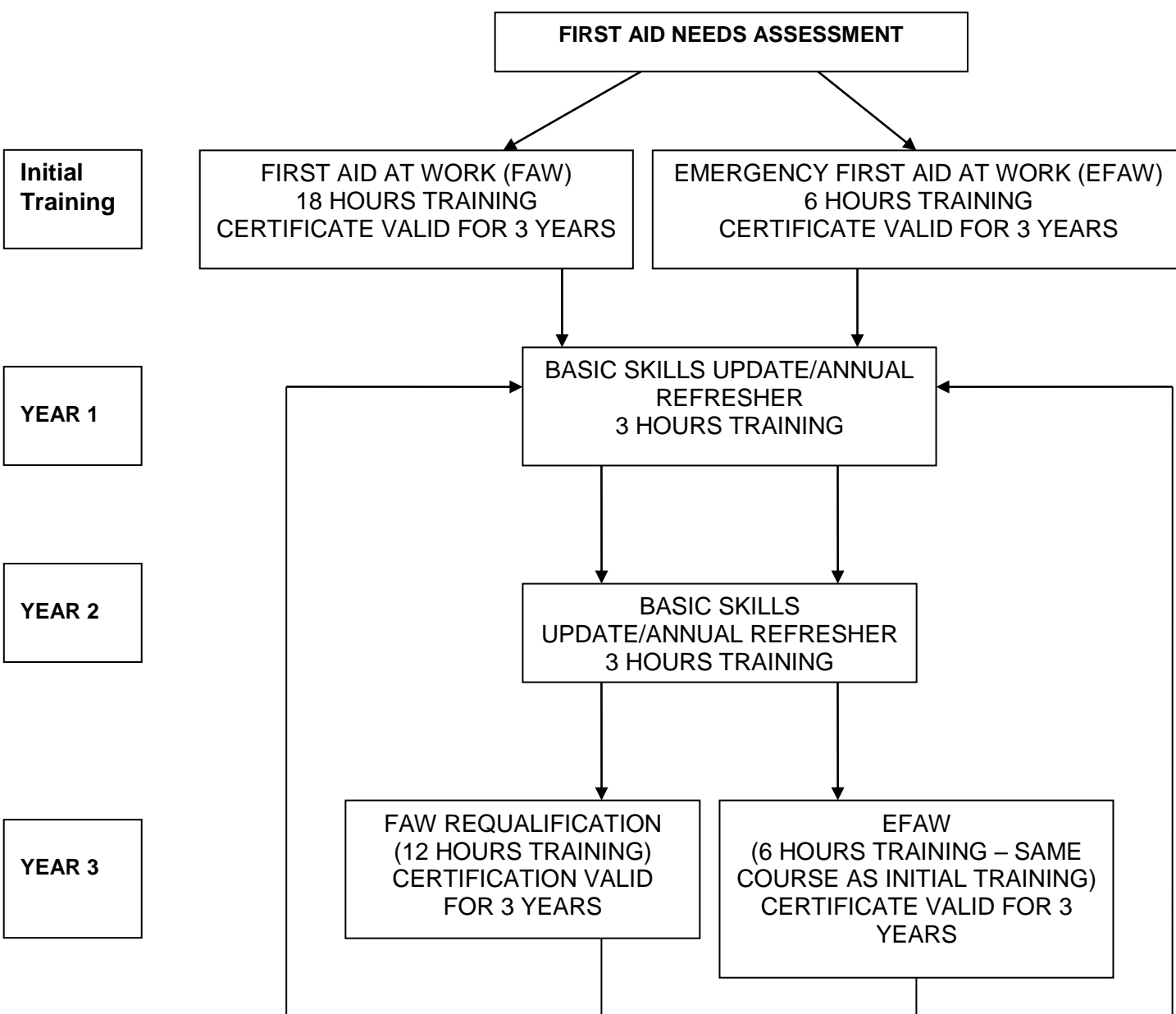
Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	1
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	20	6
Sterile eye pads.	2	-
Individually wrapped triangular bandages (preferably sterile).	4	2
Safety pins	6	2
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	6	-
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (non-latex powder free)	2 Pairs	1 pair

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

## Training Requirements for First Aid Personnel



## **Appendix 4**

### **How to Access First Aid at Work Training**

#### **Development Services Directorate**

Courses may be booked through the Quality Learning Services

#### **Children and Lifelong Learning Directorate**

Courses may be booked through the Quality Learning Services

Except Cultural and Library Services who should contact the Divisional Training Co-ordinator

#### **Chief Executives Directorate**

Courses may be booked through the Quality Learning Services

#### **Social Care and Health Directorate**

Courses are booked directly with St John Ambulance (Staffordshire Branch) 24 Lichfield Road, Stafford ST17 4LJ. Phone 01785 257124 Fax 01785 224451. Participants full name, pay reference number, designation and place of work will be required to book a place on a course.

