



Long Sutton Church of England Primary School

First Aid Policy

2023 – 2024

Date of Last Review	Date of Next Review
June 2023	June 2024
Responsibility for Review and Monitoring / Auditing	
Headteacher in partnership with FGB	
Purpose	
To outline the procedures for first aid within our school	

Policy Statement

Long Sutton (CofE) 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 Long Sutton (CofE) Primary School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07 (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and 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 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) 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 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 the completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Long Sutton CofE Primary School there are two appointed persons who are as follows:

- Hannah Inglis
- Mandy Wythe

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

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.

School First Aid Trained Staff including Epi-pen Administration

At Long Sutton CofE Primary School there are 11 school first aid trained staff who are as follows:

- Hannah Inglis
- Catherine Simmons
- Kirsty Caddick
- Mandy Wythe
- Kathryn Maidment
- Caroline Wright
- Cheryl Conner
- Claire France
- Tess Chevallier
- Luis Adame
- Toyah Hocking
- Ellie McCluskey

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

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

At Long Sutton CofE Primary School there are NO emergency first aiders. All first aid is carried out by other trained personnel (please see paragraphs above and below). There is no legal requirement for schools to have a member of staff with this qualification.

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).

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At Long Sutton CofE Primary School there is NO qualified first aider who has completed the HSE approved 3-day first aid course. There is no legal requirement for schools to have a member of staff with this qualification.

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).

Paediatric First Aid Trained Staff

At Long Sutton CofE Primary School there are 6 paediatric first aid trained staff who are as follows:

- Mandy Wythe
- Amy Haldane

- Kathryn Maidment
- Sarah Taylor
- Caroline Wright
- Toyah Hocking
- Luis Adame

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.

Epilepsy Awareness for Schools Trained Staff

Hannah Inglis	Jacqui Austin
Mandy Wythe	Kirsty Caddick
Amy Haldane	Cheryl Conner
Ellie McCluskey	

Mental Health First Aid Trained Staff

Kathryn Maidment

First Aid Provision

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

- Four first aid kits on the premises
 - The main first aid kit will be situated at the school office
 - Mini first aid kit for outside play/lunchtime
- Two travel first aid kits in school office
 - These travel first aid kits are deployed for school trips

It is the responsibility of the Admin Staff to check the contents of all first aid kits annually and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the school office.

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

The school office is designated as the first aid area for treatment, sickness and the administering of first aid. The first aid area will have the following facilities:

- Running water
- First aid kit
- Telephone
- Chair
- Blankets

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
- Whenever there is the possibility of a severe fracture (displacement or through skin) 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
- Whenever the first aider suspects anaphylaxis

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 ongoing first aid treatment for a persistent medical event (e.g. nosebleed)
- requires attendance at hospital
- is a head bump or injury

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 a 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 Hour and Trips

The first-aid arrangements for all school managed and organised after school 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 needs to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Headteacher, who will ensure that these arrangements are recorded in the lettings/hire agreement. We currently do not hire out the building.

The first-aid arrangements for school organised trips/visit are included in Step I of the risk assessment and submitted through Evolve if required. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

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		School main office		
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		June 2023		
Name of Assessing First Aider		Amy Haldane		
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	100	200+
3	Sterile eye pads	2	2	4
4	Individually wrapped triangular bandages (preferably sterile)	4	4	4
5	Safety pins	6	50	50+
6	Medium individually wrapped sterile un-medicated wound dressings	6	6	6
7	Large individually wrapped sterile un-medicated wound dressings	2	2	2
8	Pair of disposable gloves	1	30	30+
9	Ice Packs (single use)	5	10	10+
10	Individually wrapped moist sterile cleansing wipes	10	50	50+
11	CPR Facesheild	2	2	2
No.	Travel First Aid Kit (x2)	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1	1	1
2	Individually wrapped sterile adhesive dressings	6	10	10

3	Individually wrapped triangular bandages	2	2	1	
4	Large sterile un-medicated dressing (approx. 18cm x 18cm)	1	1	1	
5	Medium sterile un-medicated dressing	1	1	1	
6	Safety pins	2	4	4	
7	Individually wrapped moist cleansing wipes (alcohol free)	2	5	5	
8	Pair of disposable gloves	1	1	1	
9	Sterile eye pad	1	1	1	
10	Single use ice pack	1	1	1	
11	CPR Face Shield	1	1	1	
Additional Checks					
1	Are all items of first aid within expiry date?	YES			
2	Are all items of first aid in good, undamaged condition?	YES			
3	Is the first aid kit/box in good condition & undamaged?	YES			
4	Is the location of the first aid kit/box clean and accessible?	YES			
5	Is the first aid location sign present & in good condition?	YES			
6	Is the list/sign of trained first aiders present & up-to-date?	YES			
7	Defibrillator – are all components / batteries / pads (adult and child) in date and in working order?			NO	
Summary of Actions					
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED				NO	
Actions required if 'NO' Replacement pads and mouth guards needed for defibrillator.					
Name of Assessor	Amy Haldane	Signature of Assessor	Amy Haldane	Assessed Date	06/06/23
Follow-up Actions					
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED			YES		
Name		Signature		Date	

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance. **Required Quantity** – Your own contents requirements based upon your selected size of first aid kit. **Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit