

Upham CE (A) Primary School

First Aid Policy



Approved by Governors – Resources Governors 17 October 2022

Review date – October 2025

Reviewed by T.Taylor

Upham CE (A) Primary School

FIRST AID POLICY

Name of School	Upham CE(A) Primary School
Date of Policy Issue	November 2022
Name of Responsible Manager/Headteacher	David Woolley

Introduction

Policy Statement

Upham CE Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Upham CE Primary School is held by David Woolley, 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 & 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) 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 Upham CE Primary Schools all teachers, LSAs (Learning Support Assistant) and admin staff are appointed persons.

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

At Upham CE Primary School there is 1 school first aid trained staff as follows:

- Katie Fletcher (Schools' First Aid expires 15/09/25)

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 Aid at Work *(Those completing the HSE approved 1-day first aid course)*

At Upham CE Primary School there is 1 qualified first aider who is as follows:

- Sarah Bettridge (Emergency first aid at work – expires 09/10/25)

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 are also responsible for first aid kit inspections.

Paediatric First Aid Trained Staff

At Upham CE Primary School there are 4 paediatric first aid trained staff who are as follows:

- Lucy White (expires 31/10/25)
- Sarah Bettridge (expires 11/03/23)
- Francesca Baber (expires 11/10/24)
- Marisa Harmer – course to be booked early 2023

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision

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

- 1 first aid kit is located in the school office.
- 2 travel first aid kits for use off site
 - There are 3 travel first aid kits being kept in the School Office as well as 2 small first aid kits available for minor incidents

It is the responsibility of the qualified first aider to check the contents of all first aid kits every 2 months (half termly) and record findings on the Children's Services First Aid Kit Checklist (CSAF-

003). Completed checklists are to be stored in the first aid file on the under-sink cupboard in the admin office.

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

In the main office, the red chairs are the designated area for first aid for treatment, sickness and the administering of first aid. The office will have the following facilities:

- Child-sized plastic chairs (that can easily be disinfected), running water, first aid kit, telephone

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of a severe anaphylactic shock or severe asthma
- Where it appears a child has had a fit
- Whenever there is the possibility of a fracture or where this is suspected
- **Whenever the first aider is unsure of the severity of the injuries**
- **Whenever the first aider is unsure of the correct treatment**

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- first aid treatment is administered
- requires attendance at hospital
- if a head injury (more than minor) has occurred
- if the child has appeared particularly distressed
- if we are in any way concerned by the child's physical or emotional state

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/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.

The defibrillator on the school site does not belong to the school and is for Community use, it can only be used in conjunction with a 999 call to the emergency services

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.

The first aid arrangements for school organised trips/visits are included in the risk assessment for each trip. 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 person the accident was first reported to
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date and time of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- A sticker will be given to a child where they have had a bump to the head and parents informed if the injury is considered to be more than minor.