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# St. Mary's Endowed Church of England VA Primary School

## First Aid Policy

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## 1. Introduction

The School must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. The School should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

## 2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

## 3. Responsibilities

The Headteacher must see that appropriate first aid provision is made for the staff.

The Headteacher will also need to provide first aid cover for children, clients and visitors.

## 4. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

## 5. How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplace, the people who work here and the risks they face from the work that they do.

## 6. Types of first aid personnel

According to the findings of the first aid needs assessment, we provide appropriate first aid personnel. The school has access to the contracted training provider listed in this document for the first aid training but are not obliged to use it.

### Appointed person

**Amanda Roberts** has been identified as the appointed person and looks after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary.

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## First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course. The school's first aiders are:

Kathryn Jackson, Melissa Morison, Rita Scott, Mark Bishop, Cory Lucas

## Paediatric First Aid training

The School, as a setting with young children (from birth to the end of the academic year in which they have their fifth birthday) is required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement. The school's Paediatric first aiders are: Wendy Bone and Lizzie Searjeant.

## **8. First aid kits**

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

## Travelling first-aid kits

Again there is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

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- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
  - individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
  - individually wrapped triangular bandages, preferably sterile;
  - safety pins;
  - large sterile un-medicated dressing;
  - individually wrapped moist cleansing wipes;
  - disposable gloves.

### Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits.

See the *Managing Medicines Policy* for information on administering medicines.

## **9. First aid rooms**

First aid rooms are normally only necessary where employees are engaged in higher risk activities. The school will provide a quiet space where staff and children can be treated for minor injuries where appropriate.

## **10. Recording first aid treatment**

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

Spare copies of forms are kept in a green file in Elm Class; a white copy is completed for the school and a yellow copy is sent home to parents. The copies of completed forms are confidential and must be stored securely.

More serious injuries are recorded on electronic forms and held at county using the 'Oshens' proformas. These injuries are reported by **Nikki Lond-Caulk** and reviewed by **Kathryn Jackson**.

## **11. Automated External Defibrillators (AEDs)**

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The nearest AED's is situated in the 'New Inn' across the road from the school.  
Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided. Staff have had basic training in the use of AEDs.

Signed and dated by:

The Headteacher

Kathryn Jackson  10/07/2018

and

The Chair of Governors

Anne Cottingham  10/07/2018