FIRST AID POLICY

Our Vision:

We are committed to quality learning in a positive, happy and Christian atmosphere where everyone within the school community is valued as an individual. We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12-14). We have high expectations of all and strive to provide a safe, challenging, exciting and stimulating environment.

Our Values:

To ensure the health and safety and first aid provision of our pupils, staff, and visitors are met through our school values of:

Respect – by respecting our safeguarding policies and procedures to ensure the health, safety and wellbeing of our whole school community.
Compassion – by considering the needs of the whole school community, expecting everyone to look after each and keep each other safe.
Creation – creating a safe and secure environment which allows children, staff and the wider school community to thrive and flourish.
Perseverance – Following the first aid policy and procedures at all times. Ensuring a safe inclusive environment for all.
Service – by building trusting relationships with children and the whole school community as we serve to help to keep everyone safe.

First-aid provision at Willaston Church of England Primary School is available at all times while people are on school premises.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The minimum first-aid provision is:

- a suitably stocked first aid container.
- an appointed person to take charge of first aid arrangements.
- information for employees on first-aid arrangements

This minimum provision must be supplemented with a risk assessment to determine any additional provision.

Responsibility

The Local Authority

In county, controlled and special agreement schools the LA, as the employer, is primarily responsible for health and safety matters, with managers and staff also having responsibilities.

To comply with their health and safety obligations, the LA should provide a policy statement and guidance on good practice to help county and controlled schools draw up their own health and safety arrangements, including first aid. County and controlled schools should have regard to the LA's policy and guidance.

The Governing Body

The Governing Body at Willaston CE Primary has developed policies to cover our school. These should be based on a suitable and sufficient risk assessment carried out by a competent person. The Governing Body has general responsibility for all the school's policies, even when it is not the employer. In county and controlled schools, the Governing Body should follow the health and safety policies and procedures produced by the LA as the employer. In practice, most of the day-to-day functions of managing health and safety are delegated to the head teacher.

The Headteacher

The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

Teachers and other school staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

We ensure that we are committed to arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. It is our responsibility to ensure that there are sufficient trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The Role of the First Aider

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At Willaston CE Primary School, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- when necessary, ensure that an ambulance or other professional medical help is called.

Qualified First Aiders in school: All Staff are Emergency First Aid Trained.

Mrs L Peaker	**Mr G Graham**
Miss E Chapman	**Mrs S Scott**
Mrs S Forshaw	**Miss P Garcia**
Mrs T Carrington	**Miss S Richardson**
Mrs S Robinson	**Mrs S Eaton**
Mr H Davies	

Qualified First Aiders in Paediatric First Aid:

Mrs S Sperring	**Miss C Ebbrell**	
Mrs B Lamb	**Mrs N McGauley**	**Mrs L Lee**
Miss M Hughes	**Mrs H Broughton**	**Mrs L Dockar**

Qualified First Aiders in First Aid at Work:

Mrs S Sperring	**Mrs N McGauley**

Qualified First Aiders in Forest School (ITC Level 3):

Mr J Ellinson

What is an appointed person?

Mrs S Sperring is the appointed person for our school who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Risk Assessment

In the light of our legal responsibilities for those in our care, we consider carefully the likely risks to pupils and visitors and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

Where first aid is provided for staff and pupils, we ensure that:

- provision for employees does not fall below the required standard;
- provision for pupils and others complies with other relevant legislation and guidance.

Assessment of need

The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work (and others who may be affected by their undertaking) to identify what measures they need to take to prevent or control these risks.

Reassessment of first-aid provision

The Governing Body and/or Headteacher regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Providing information

The employer or the manager with the delegated function (usually the Head teacher) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

Staff are informed by displaying first-aid information in the staff room and in the Guidelines and Expectations Handbook. The information is clear and easily understood.

First-aid information is included in induction programmes to ensure that new staff and pupils are told about the first-aid arrangements.

Risk assessment on First Aiders – What we consider

Willaston CE Primary includes staff, pupils and visitors when carrying out risk assessments for first-aid needs.

Points to consider:

- Size of school / group / class
- Location of activity
- Are there any specific hazards or risks of the site?
- Specific needs
- Accident statistics
- How many first-aid personnel are required?

There are no rules on exact numbers. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. All risk assessments for educational visits are logged on the LA Evolve site.

The Governing bodies/Headteacher will consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

Qualifications and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices.

First aid at work certificates are only valid for **three years.** Our school arranges refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates.

First Aid Materials, Equipment and First Aid Facilities

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

First aid equipment.

Fully stocked first-aid containers are located in the disabled toilet in the main entrance and the first aid room. Each classroom also has a stock of emergency supplies. All first-aid containers are marked with a white cross on a green background.

Contents of first aid containers in school

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins.
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- 1 pair of disposable gloves.

Equivalent or additional items are acceptable.

Mrs S Sperring is the person responsible for examining the contents of first-aid containers. These are checked fortnightly and restocked as soon as possible after use. There is extra stock in the school. Items are discarded safely after the expiry date has passed.

Contents of travelling first-aid containers

Before undertaking any off-site activities, the Headteachers should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated wound dressing - approximately 18cm x 18cm.
- 2 triangular bandages.
- 2 safety pins.
- individually wrapped moist cleansing wipes.
- 1 pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

First-aid Room

The first aid room is located at the entrance to the Reception Classroom. It is located with direct access to the toilet facilities and has a full stock of first aid equipment enabling the assessment of first-aid needs identified in line with the Education (School Premises) Regulations 1996 which require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. All children are encouraged to wash their hands regularly.

Children with common conditions requiring an urgent response.

- Asthma
- Epilepsy
- Diabetes
- Anaphylaxis

All staff are made aware with children with the above conditions. Regular training is delivered to ensure staff are aware of appropriate responses to support these children. Further advice can be found in the Administration of Medicines Policy. Medication is always kept in a safe accessible place close to the child.

Controlled Drugs (Controlled by the Misuse of Drugs Act)

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine.

A register of controlled drugs is kept which records:

- medication provided.
- medication administered.
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied.
- the amount administered each time, and the amount left each time.
- the type of medication i.e., tablet/liquid and expiry date.
- two signatures for each dose of medicine given.

Two signatures for each time the medications are counted and checked. The second signature is a witness.

Reporting Accidents and Record Keeping

Statutory requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a

brief description of the nature of the event or disease. This record can be combined with other accident records.

What accidents to pupils and employees do LAs and/or schools need to report?

County and controlled schools should follow their LA's procedures.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995.

How should schools report them?

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (e.g. by telephone). This must be followed up within ten days with a written report on-line, on the Cheshire West PRIME Universal site.

Record Keeping

At Willaston CE Primary we follow LA's procedures.

Statutory Accident Records

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. Adult records must be kept for **12 years. Pupil records must be kept for 25 years.**

School's central first aid record

A record of any first aid treatment given by first aiders and appointed persons is kept in the first aid room. This should include:

- the date, time and place of incident.
- the name (and class) of the injured or ill person.
- details of the injury/illness and what first aid was given.
- what happened to the person immediately afterwards.
- name and signature of the first aider or person dealing with the incident.

The information in the record book can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks.
- be used for reference in future first-aid needs assessments.
- be helpful for insurance and investigative purposes.

In an emergency, the Headteacher/teacher in charge will follow procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child or telephoning the parents.

Other related school policies

Health and Safety Policy
Supporting Pupils with Medical Needs

Approved by Governors March 2025



Signed Chair of Governors