


# First Aid Policy



<b>Name of Unit/Premises/Centre/School</b>	Harrison Primary School
<b>Date of Policy Issue</b>	September 2024
<b>Name of Responsible Manager/Headteacher</b>	Sara Gmitrowicz
<b>Signature of Responsible Manager/Headteacher</b>	

## **Policy Statement**

Harrison Primary School will 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 Harrison Primary School is held by Sara Gmitrowicz, Headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. 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 (Appendix 4) 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 Harrison Primary School there are two appointed persons who are as follows:

Mrs Sara Gmitrowicz and Mr Andy Harris

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 Harrison Primary School there are 17 'Emergency Aid in School' qualified staff who are as follows:

Lisa Clyma	Steve Cole	Julie Compton-Rae	
Amy Dunaway	Kirsty Eddleston	Sara Gmitrowicz	David Gooding
Polly-Anna Hiscutt	Tom Hiscutt	Sarah Northcott	Christine Steele
Claire Tata	Teresa Titheridge	Cintia Tovey	Sasha Weld
	Lisa Windibank		

At Harrison Primary School there are three 'First Aid at Work' qualified staff who are as follows:

Andrew Harris	Mo McGowan	Nicki Sheppard
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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).

At Harrison Primary School there are 7 'Advanced Paediatric First Aid' qualified staff who are as follows:

Nicola Anderson    Tracy Davison    Lorraine Dynes    Amber Gillespie

Andrew Harris    Jordan Parrott    Lauren Pidgeon

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:

- A fully stocked medical room – complete with pull out bed.
- First aid kits for each classroom and each playground on the premises
- Six travel First Aid kits – for use on school trips – these are kept in the medical room

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every term and record findings on the 'First Aid Kit Checklist'.

Completed checklists are to be stored in the medical room.

The Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- A pull out bed
- Sink
- Full First Aid kit and basic equipment

### **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 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
- requires more than basic first aid treatment
- requires attendance at hospital

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.

### **Out of hours and school trips**

The first aid arrangements for all school-managed and organised after-school activities (parents' 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.

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 School Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visits are included in the Risk Assessment for the 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 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

**Appendix 4**

<b>First Aid Kit Checklist</b>
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<b>First Aid Kit Checklist</b>				
<b>Location of First Aid Kit/Box</b>				
<b>Date of Initial First Aid Kit/Box Check</b>				
<b>Name of Assessing First Aider</b>				
<b>Contents Check</b>				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		

Additional Checks			
1	Are all items of first aid within expiry date?	YES	NO
2	Are all items of first aid in good, undamaged condition?	YES	NO
3	Is the first aid kit/box in good condition & undamaged?	YES	NO
4	Is the location of the first aid kit/box clean and accessible?	YES	NO
5	Is the first aid location sign present & in good condition?	YES	NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES	NO
Summary of Actions			
FIRST AID KIT PASSED (e.g. 3-MONTH) CHECK & NO ACTION REQUIRED		YES	NO
Actions required if 'NO'			
Name of Assessor		Signature of Assessor	Assessed Date
Follow-up Actions			
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES	NO
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  
*Quantities are to be locally inserted before the form is issued or used*  
**Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit

Reviewed November 2024  
To be reviewed September 2025