



First Aid Policy Status -Statutory (Annual Review. Reviewed: Autumn 1 2024)

Policy Statement	
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Woodcot 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 Woodcot Primary School is held by Mrs Michaela Beetlestone (Headteacher) who are the responsible managers. All first aid provision is arranged and managed in accordance with the 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 Checklist Form 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	
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The responsible manager will ensure that appropriate numbers of appointed persons, Workplace First Aid at Work, Emergency First Aid at Work, Qualified First Aider 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 Woodcot Primary School there are 2 appointed persons who are as follows:

- Mr Watson and Miss Lloyd

Where the first aid needs assessment identifies that qualified first aid staff are not necessarily 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.



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Emergency First Aid at Work

At Woodcot Primary School there are 2 school workplace first aid trained staff who are as follows:

- Mrs Williams & Mr Pennington

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 1-day emergency first aid course*)

At Woodcot Primary School there are 1 emergency first aiders who are as follows:

- Mrs Dean

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 3-day first aid course*)

At Woodcot Primary School there are 1 qualified first aiders who are as follows:

- Mrs Hebbard

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 Woodcot Primary School there are 21 paediatric first aid trained staff who are as follows:

4 Nursery Staff Paediatric First Aid Trained

17 Paediatric First Aid Trained

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. The First Aid needs of children vary from those of adults. Paediatric First Aid is for anyone over the age of 16 that comes into contact with or works with infants and children.

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

- 1 first aid kit on school site
- 1 first aid kit in nursery area

This first aid kit will be situated at medical room

- 2 First kits for KS1 & KS2 lunchtime
- 9 first aid travel kits - 7 in classrooms & 2 travel kit prepared for trips



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The travel first aid kits will be located in every classroom & medical room

It is the responsibility of the appointed persons to check the contents of all first aid kits term.

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:

- Bed, running water, first aid kit, telephone

Emergency Arrangements	
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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 - first aid treatment – bumped head or bad minor injury
- 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 contact 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 hour and Trips	
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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 risk assessment for that activity.



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Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Mrs Michaela Beetlestone who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the School trip risk assessment. 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	
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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-NB Only water is used to clean wounds no creams or ointments are used.