



<b>Policy Title</b>	<b>FIRST AID POLICY</b>
Committee responsible	Finance & Premises
Last reviewed	February 2018
Next review due	February 2021
Who is governed by this policy	All staff and pupils at the school
Available on website	<b>YES</b>

Signed .....  
(Chair of Governors)

Signed .....  
(Headteacher)

Date .....

# FIRST AID POLICY

The main legislation for standards of First Aid in schools and Early Years settings is the Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework.

## 1. Management of First Aid

1.1 First aid will be provided to any person that we owe a duty of care to if they are injured or become ill while on our premises or involved in an off-site activity. There will be sufficient suitably qualified First Aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and a call made to the emergency services when appropriate.

1.2 To ensure that our arrangements are appropriate, the Head Teacher or nominated First Aider will undertake a First Aid Risk Assessment. To be sure that the arrangements are maintained, this risk assessment will be reviewed if there is any significant change at the school, and at a nominal yearly interval.

1.3 The Head Teacher or nominated First Aider will be allocated the duty of day-to-day management of first aid within the establishment, this will include:

- Reviewing the first aid risk assessment whenever necessary
- Co-ordinating first aid training to ensure continuous cover
- Ensuring that first aid supplies are replenished, kept in date and correctly stored
- Issuing First Aid staff with a formal letter of appointment (Appendix A)

## 2. Qualifications and Training

2.1 All First Aiders will hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. The Head Teacher will ensure that there is a sufficient number of First Aiders on site at all times in order to provide assistance quickly in an emergency. The number will also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

**The following table shows the minimum level of first aid cover that should be available within the school:**

Primary schools with children under 5		
Number on roll	Minimum First Aid Provision in school during school hours	Staff numbers (head count)
Less than 100	1 FAW, 1 EFAW, 1 EYFA (alternatively, 2 EFAW-EYFA)	< 50 staff.
100-299	1 FAW, 2 EFAW, 2 EYFA (alternatively, 1 FAW, 2 EFAW-EYFA)	< 100 staff.
300-999	2 FAW, 3 EFAW-EYFA, 3 EYFA (alternatively, 2 FAW, 3 EFAW-EYFA)	< 200 staff
Off-site activities attended by children under 5	Additionally, at least 1 EFAW-EYFA or 1 EYFA accompanying the group.	
Other off-site activities (see note a)	First aid provision should be at least one EFAW, and any additional cover determined by risk assessment	

a) First aid provision must be considered for every off-site activity (including sports fixtures). The provision is subject to risk assessment but the minimum must be a First Aider qualified in EFAW, or for children 5 and under, at least one EFAW-EYFA.

### **3. Appropriate Practice**

3.1 First Aiders will be responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This may involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help. If the First Aider is in any doubt about whether a casualty requires professional medical assistance, he or she will refer to the First Aid Manual, call 999 or call NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

3.2 The current First Aid manual is the 10<sup>th</sup> edition published by Dorling Kindersley Limited in 2014 (ISBN 978 1 4053 3537 9). First Aiders should adhere to the procedures in the First Aid Manual.

### **4. Pupils with Medical Conditions**

4.1 Pupil health care plans are available to First Aiders and a copy is provided in the YELLOW Health Care folder situated in the school office. A summary of health issues associated with pupils is situated in the staff room along with a list of current First Aiders. Urgent need medication such as asthma inhalers and auto-injectors are stored in the school office in labelled vinyl folders and are accessible to children at all times. Other medications are kept in a locked cupboard in the Headteacher's office, or in the staffroom fridge, and checked periodically to ensure they remain in date. Reference should be made to the school's **Medicines Policy**.

4.2 Health care plans will be reviewed annually or whenever parents/carers advise of any changes.

4.3 During off-site visits, the First Aider responsible will ensure that all relevant children's medication and Health Care Plan if required, is included in the first aid bag for use during the visit.

### **5. Food Allergies**

5.1 An up to date list of pupils with food allergies is available in the Health Care folder, the staffroom and in the DT kitchen and should be referred to before any activity involving the handling or preparation of food. Where necessary, First Aiders will be trained in the use of auto-injectors for severe nut allergy sufferers.

### **6. Administration of Medicines**

6.1 Only members of staff who have completed 'Managing Medicines' training are able to administer medicines to pupils where the parent/carer has signed the relevant consent form. On occasion it may be necessary to administer non-prescription medication such as paracetamol for example, during an off-site or residential visit. Parental consent would always be sought in advance.

6.2 Please refer to the school's **Medicines Policy**.

### **7. Asthma**

7.1 See separate policy.

### **8. Hygiene and Infection Control**

8.1 First Aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in the yellow bin.

## **9. Record Keeping**

9.1 All First Aiders will ensure that a record is made of all first aid treatment they give. This must include:

- The date, time and place of the injury or illness occurring
- The name of the injured or ill person and their status i.e. employee, pupil, client, visitor, etc
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards e.g. sent home, sent to hospital, returned to normal duties
- Printed name of the First Aider or person dealing with the casualty

## **10. First Aid Kits**

10.1 Warnham CEP School holds several first aid kits for use on the premises in the following locations:

School office – main kit plus 2 portable kits  
DT kitchen  
Forest Schools cupboard

10.2 The contents adhere to the minimum requirement advised by St John ambulance.

10.3 First aid kits are stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

Date.....

Dear.....

Following your agreement to act as a First-Aider, I set out below the duties that you have agreed to undertake:

1. Administer first-aid in accordance with your training;
2. Decide when to refer casualties for further treatment or assessment, or to call the emergency services;
3. Maintain first-aid records;
4. Maintain familiarity with the guidance on first-aid provided in the Health and Safety section of the West Sussex Grid for Learning and the school's First Aid policy (attached);
5. Maintain effective communications.

Yours sincerely,

Shirley Kirby  
Head Teacher

I confirm that I agree to undertake the duties specified in this letter.

Signed ..... Date .....