



*Making a difference for every child.*

## **SP14a:First Aid Policy**

Owning Committee: FGB  
Owning School Rep: Mrs Julie Robinson  
Date of Approval: September 2023  
Date of next review: September 2025

**AIM OF DOCUMENT:** To ensure that the school has clear and manageable first aid procedures.

**IN EVENT OF CONCERN/QUESTIONS:** Contact the owning governor, contact details available through the school administrator.

**HOW DOES THIS DOCUMENT HELP THE CHILDREN?** It will ensure that any first aid can be administered safely and confidently by qualified adults.

**MONITORING PLAN FOR POLICY:** The policy is monitored through half termly reports to the resources committee. Major incidents are debriefed with staff to ensure that all procedures have been followed and make improvements if necessary.

### **REVISION HISTORY:**

<b>Version</b>	<b>Update details</b>	<b><i>Date of approval</i></b>
V1		<i>October 2014</i>
V2	New Headteacher name, change to ice pack, medical boxes	May 2015
V3	Change of staff and certificates	December 2015
V4	Change of staff and certificates and other	October 2016
V5	Change of staff and certificates	September 2018
V6	Change of staff and certificates	July 2020
V7	Change of staff and certificates	February 2022
V8	Change of staff and certificates	September 2022
V9	Change of staff and certificates addition of defibrillator	September 2023

## Policy Statement

Sheet 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 Sheet Primary School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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 (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders 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 (Headteacher) will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

### Qualified First Aid Staff

List of Qualified First Aid Staff (also displayed in staffroom and office)

Schools First Aid	Qualified	Renewal
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Gill Burford	07.12.22	06.12.25
Nikki Ramble	04.11.22	03.11.25
Jane Hines	07.12.22	06.12.25
Becca Newton	31.03.23	31.03.26
Kerry Lockyer	31.03.23	31.03.26
Fiona Nicholls	12.20.21	11.10.24
Anna Buxey	04.05.21	03.05.24
Lisa Galley	04.11.22	03.11.25
Suzy Philpott	04.11.22	03.11.25
Sophie Ward	19.10.20	19.10.23
<b>Paediatric First Aid</b>		
Maddy Child	26.11.20	25.11.23
Lindsey Beenham	04.09.21	03.09.24
Jilly Arend	19.03.22	18.03.25

Alicia Hines	26.04.22	25.04.25
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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 (eg. first aid kit inspections).

#### Appointed Person - Gill Burford

The appointed person will take charge of first aid arrangements including looking after equipment/facilities, ordering first aid kit contents and calling the emergency services.

#### Paediatric First Aid Trained Staff

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

### **First Aid Provision**

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

The school has a defibrillator in the staff room, it has instructions on wall and inside box. Staff have investigated how it works.

The school holds 3 first aid kits; 2 office, 1 staffroom. Office kit doubles up as after school clubs and fire evacuation. The remaining kits are to be used for trips.

For day-to-day needs materials in the first aid cupboard in the staffroom are to be used.

It is the responsibility of the administration assistant to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the health and safety file.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

### **First Aid Arrangements**

#### **Class Medical Bags**

Each class has a bag with records for each child including information about allergies, asthma and other medical needs. Child with asthma will have inhalers stored in the bag with details about needs, triggers and medication. These boxes will remain classrooms during lessons and will be taken outside for PE sessions, break and lunch times and during a fire/drill.

#### **Non Emergency**

Minor injuries in the playground:

These are managed using the break and lunchtime first aid kit including the water spray. The water spray container must be changed at least daily. Other children are not allowed to assist with any cleansing; where possible this should be done by the child. Wet paper towels should only be used on minor bruises (compress); never on open wounds.

If a first aider or adult on the playground judges that an accident is serious enough to need an ice pack then a runner is sent with a laminated 'ice pack' card to an adult who will get an ice pack; the child should not be moved.

### **Minor injury in-doors:**

Any first aider can be called to assist the child.

### **Emergency situations**

*Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration commensurate with their training supported by the Appointed Person.*

Following their assessment of the injured person, the first aiders 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 in charge must manage the phone call with Gill Burford so that they can remain with the child.

The first aider or 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
- Any medical conditions listed in children's individual records that provide prompt medical intervention
- Sustained significant nose bleed - 30 minutes – after 10 minute checks.

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 – stings, bites, bruising, blood loss
- requires attendance at hospital
- has a head injury
- is judged that the child is showing signs of distress
- any first aid has been administered

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.

## **Records**

All accidents, including nose bleeds, requiring **any kind of first aid treatment**, including cold compress, are to be recorded with the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date and time of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- If parent has been contacted – at what time

**It is the responsibility of all staff to record any first aid that they have administered.**

## **Medical Conditions**

A list of children with specific medical conditions, which may result in an urgent need for medical attention, is kept in each classroom room and in the class medical bags. This list will be brought to the attention of ALL staff (including lunchtime staff and supply teachers) and also, as appropriate, to any parents helping with these children e.g. on day visits.

Members of staff need to inform the Work Place First Aider of any allergies and medical conditions that may affect their care in an emergency.

## **Staff Medical Conditions**

Each member of staff fill in an emergency contact form which is kept in a sealed envelope in the 'trips' file. This envelope is opened in the event of an emergency so that first aiders have any specific medical information/allergies, dentist, doctor and next of kin to inform decision making.

## **Personal Safety**

Any injury involving body fluids must be dealt with using the plastic gloves located in the staff room and in the First Aid kits.

Body fluids clearance – use disposable gloves and dispose in two yellow bags (one inside the other)

There is a body fluids spills pack (vomit) available. Additionally, it is recommended that the area be disinfected afterwards.

A yellow medical waste bin is located in the disabled toilet.

### **Children with Medical Conditions – to comply with regulations**

The school welcomes the new regulations for children with medical conditions – see SP35: Supporting pupils with Medical Conditions.