

**GLEBE PRIMARY SCHOOL
UNITED LEARNING ACADEMY**

**First Aid Policy
2024-2025**

**Updated: Spring 2024
New Review: Autumn 2024**

Approved by the Local Governing Board on 6th February 2024



Signed by: Mr. James Dempster
Position: Chair of the Local Governing Body

Management of first aid

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

Contractors who work on site must provide their own first aid.

To ensure that the arrangements are appropriate for a specific establishment, the head teacher must undertake a first aid risk assessment. This risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval. A Checklist and Risk Assessment Form has been provided in the attachments.

Our four lead first aiders are 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
- overseeing first aid training to ensure continuation of competency
- ensuring that first aid supplies are replenished, kept in date and correctly stored
- ensuring Health Care Plans are up to date and signed by parents/carers (Overseen by SENCO, written up by admin team)

Supporting documents

- Appendix A - [Checklist and risk assessment proforma](#)

Qualifications and training

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

- **Lead First Aiders**

First Aid at Work (FAW) - A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

- **All First Aid Trained Staff**

Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

- **One Member of the YR Team – either of the following:**

Paediatric or Early Years First Aid (EYFA) - A 2-day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first

aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

- **Combined Emergency First Aid at Work (Primary) and Early Years First Aid (EFAW/EYFA)** - A new 2-day course provided uniquely for West Sussex County Council by St Johns Ambulance, aimed at primary and nursery schools with children under 5. The course specialises in first aid for children but also includes emergency first aid for adults. It meets the requirements for paediatric first aid provision and also for employee first aid provision in the scales set out below. Please note that this course is delivered over 2 extended days (5.00pm finish) to accommodate the syllabus of both certificates.
- **Wilderness first Aid** - Forest School Level 3 Leaders, who do not have FAW, need to complete this to run our forest school lessons. Certificates are valid for 3 years.

How many first aiders?

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out.

There must be a sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number must 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.

Educational establishments with children under 5 (including reception class children)

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present who has a current early years first aid certificate (paediatric first aid certificate).

Letters of appointment

Staff that agree to provide first aid must be given a formal letter of appointment, unless the role of first aid provider is already included in their job description.

Supporting documents

- Appendix 2 - [First aider appointment letter template](#)
- Appendix 3 –Person appointment letter template

Contacting first aiders

Headteachers must ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices should be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings. (notices in staffroom and office)

Appropriate practice

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can 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 urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111. **Urgent treatment should not be delayed in order to consult with parents or carers.**

The current first aid manual is the 11th edition published by Dorling Kindersley Limited in 2009 (ISBN 978 1 4053 3537 9). First aiders should adhere to the procedures in the First Aid Manual. The schools manual is in the main first aid book.

Head bump notifications

Children often bump their heads without further consequences but parents should be informed about head bumps so that they can look out for signs that the injury could be more serious.

If a child has a bump or injury to the head while at school ('head' defined as anything above the shoulders) parents are notified by a message sent via BromCom, and the child is sent home with an 'I bumped my head today' wristband.

Parents are contacted by phone if their child later complains of feeling unwell.

Supporting document

- ▣ Appendix D - Head bump notification message to parents

Calling the emergency services

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

It is recommended that you complete 'Form 1' from 'Managing medicines in Schools and Early Years Settings' and display this as an aide-memoir for staff that may be required to call the emergency services.

Pupils with medical conditions

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical

Hygiene and infection control

First aiders must follow their training and maintain good standards of 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 black plastic bin bags, tied up and placed directly into waste bins with other inert waste. The Bodily Fluids Clean Up Box is kept in the Utilities Cupboard.

Human hygiene waste that is produced in places like schools and offices is generally assumed not to be [clinical waste](#) because the risk of infection is no greater than for domestic waste. However, this should be verified in the risk assessment on a case-by case basis.

Covid 19 Infection Control:

- Using the Covid 19 medical room (opposite the office)- anyone displaying symptoms on site must sit in this room with the door closed and window open. The room has disinfectant spray and paper towel roll for cleaning seats and tables before patients arrive (if time permits).
- Any First Aider managing a person with symptoms wears full PPE before going into the Covid 19 medical room.
- Check for Covid 19 symptoms.
- If any symptoms present send person home as quickly and safely as possible.
- If any other symptoms of being unwell persist, send them home.
- Wipe down Covid 19 room when unwell person has left.
- Remove PPE and dispose of carefully and fully.

Record keeping

All first aiders should 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, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident.

This means you should record first aid provided to pupils separately from that provided to employees and others. You must also ensure that records are protected from unauthorised access. All Glebe staff are authorised to access this information.

Indemnity

West Sussex County Council employees who hold a valid first aid qualification are indemnified by the County Council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.

Guidance on first aid kit sizes for a Workplace environment

The size of the first aid kits to be used in a workplace is determined by the number of employees and the category of hazard incurred by the workplace environment; see table A, 1.

Where there are special circumstances, such as remoteness from emergency medical services, there might need to be more first aid kits than set out in Table A, 1.

Table A, 1 Guidance of first aid kit sizes for a workplace environment

Category of Hazard	Number of employees	Number and size of first aid kits
Low hazard. For example, shops, offices, libraries etc.	**Fewer than 25	**1 small kit
	25 - 100	1 medium kit
	More than 100	1 large kit per 100 employees
High hazard. For example, light engineering and assembly work Food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture, etc.	Fewer than 5	1 small kit
	5 - 25	1 medium kit
	More than 25	1 large kit per 25

First aid materials, equipment and facilities

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

First aid kits

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. Kits should be immediately available on playing fields.

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

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

There is a new British Standard for the First Aid box contents. All new kits should conform but existing kits conforming to the previous standard do not need to be replaced until new kits are required.

This is what we recommend based on the British Standard:

- 1 leaflet giving general guidance on first aid
- 1 leaflet giving a list of first aid kit components included in kit
- 6 Pairs of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas);
- 2 sterile eye pad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- 4 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 20 alcohol free moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 2 finger sterile dressing with adhesive fixing
- 1 burn relief dressing
- Scissors

Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- 1 leaflet giving general advice on first aid
- 1 contents list giving the first aid components in the kit
- 1 Pair of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))

- 10 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas)
- 1 sterile eye pad dressing with bandage
- 1 individually wrapped sterile triangular bandage
- 1 conforming bandage
- 2 safety pins
- 1 medium-sized, individually wrapped, sterile, unmedicated wound dressing (approximately 12cm x 12cm)
- 1 large, individually wrapped, sterile, unmedicated wound dressing (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 4 alcohol-free, moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 1 burn relief dressing burn relief dressing
- Scissors
- 1 eye wash (250ml) - Laboratories can have different arrangements for eye irrigation; see the WSCC Health and Safety information for Science CD-ROM.

Mini buses

It is a legal requirement for all minibuses to carry a first aid kit.

Medical accommodation

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed.

It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given;

- a current edition of the First Aid Manual; and
- a copy of the Health Protection Agency poster ‘Guidance on Infection Control in Schools and other Child Care Settings’.

Educational establishments other than schools are not normally required to provide medical accommodation.

Appendix A

First Aid Checklist and Risk Assessment Form

No	Assessment Factor	Apply		Impact on First Aid Provision
		Yes	No	
	Does your school have higher risk areas such as science labs or workshops?			You will need to ensure that first aid is available close to these rooms.
	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?			You will need to consider: <ul style="list-style-type: none"> o Provision of additional first aid cover o extra first-aid equipment o precise positioning of equipment
	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all offsite activities and visits?			You will need to ensure: <ul style="list-style-type: none"> o Adequate numbers of EFAW or EYFAs for these lessons, events or visits. o Travelling first aid kits have been maintained o For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket. o Where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders. o Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, e.g. FAW o Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you should check that it meets the minimum standard of EFAW and if they will supervise primary age children and that it includes the resuscitation of that age group.
	Does your curriculum contain swimming lessons? –			Does your curriculum contain swimming lessons? _Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation.
	Do you have pupils and visitors who have special health needs?			<ul style="list-style-type: none"> o Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures. o There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times.

	What is your history of accidents and cases of ill health? What type are they and where did they happen?			You will need to check your records You may need to: o locate first aid in certain areas o review the provision
	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
	Is there shift work or out-of hours working or after school activities?			First-aid provision is required at all times while people are at work or in your duty of care.
	Do you have staff that travel a lot or work alone?			You will need to consider: o issuing personal first-aid kits and training staff how to use them; o issuing personal communications.
	Do any of your staff work at sites occupied by other employers?			You must make sure that adequate arrangements for first aid exist at all sites used by your employees.
	Do you have any temporary workers, volunteers or other children on site?			Your first-aid provision must cover them.

Action:

Who By:

Target Date:

Member of staff responsible for overseeing First Aid:

Agreed First Aid Provision (Provide staff names)

FAWs:

EFAWs:

EFAW-EYFAs:

Poolside Resuscitation:

Location of First Aid Kits:

Additional first aid equipment (e.g. eye irrigation in laboratories):

Appendix B

MODEL LETTER TO BE ISSUED TO FIRST AIDERS

Dear

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

- 1) Administering First-Aid in accordance with your training;
- 2) Deciding when to refer casualties for further treatment or assessment, or to call the emergency services;
- 3) Maintaining 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:
 - a) Maintain First-Aid boxes and travelling first aid kits;
 - b) Maintaining First-Aid rooms and areas;
 - c) Maintaining effective communications.

Yours sincerely, Head.

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

Signed

Date

Appendix C

MODEL LETTER TO BE ISSUED TO APPOINTED PERSONS

Dear

Following your agreement to act as an Appointed Person, I set out below the duties, which you have agreed to undertake.

- Take charge in an emergency and call the emergency services
- Provide emergency aid treatment in accordance with training.
- Maintain First-Aid boxes to the standards outlined in the health and safety guidance on West Sussex Grid for Learning.

Please sign and return to me the copy of this letter.

Yours sincerely, Head.

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

Signed

Date

Appendix D – Head bump notification message

Dear Parents/Carers,

This is a notification that <Child's Name> bumped their head today. They have been monitored by a First Aider and are well enough to return to class.

Kind regards,

School Office