



# Cringleford Church of England VA Primary School

## First Aid Policy

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<b>Person Responsible:</b>	<b>The Headteacher</b>

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### 1 Introduction

Our school must, according to health and safety law, provide first aid personnel and equipment for staff in case they are injured or become ill at work. It should also provide first aid cover for other people who are not our employees but come to our premises as children, clients or visitors.

#### 2 What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

#### 3 Responsibilities

Managers must see that appropriate first aid provision is made for their staff. This provision may be arranged by individual managers or in conjunction with premises managers as we often provided first aid cover for everyone using a building rather than for each group of staff.

Managers and premises managers will, in most cases, also need to provide first aid cover for clients and visitors.

#### 4 First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff or children and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

#### 5 How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our individual workplaces, the people who work there and the risks they face from the work that they do.

#### 6 Types of first aid personnel

According to the findings of our first aid needs assessment, we will provide appropriate first aid personnel. The training of first aiders and the required arrangements for first aid training are described in [First Aid Training G608c available on Infospace](#). Please note that schools have access to the contracted training provider listed in this document for the first aid training but are not obliged to use it.

### Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

### First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

## Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

We display a poster in school of all the first aid trained staff, the level they are trained to and the date of their last training. We update training as required and check if certificates are held when appointing new staff.

### **8. First aid kits**

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

## Travelling first-aid kits

There is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

## Medication

First aid does not include administering medication. It is recommended that medication is not kept in first aid kits. Please refer to the school's medical Conditions Policy.

### **9. First aid rooms**

The first aid room is located near the office. Minor first aid incidents are dealt with in the Key Stage 1 and 2 first aid bays during lunch and break times.

### **10. Recording first aid treatment**

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

Folders for recording incidents are kept in the first aid cupboards in the Key Stage 1 and 2 areas and also in the First Aid room. Copies of completed forms are confidential and must be stored securely.

## **Reporting to parents about injuries**

Minor bumps and injuries may be notified to parents and carers at the end of the school day, either by means of a note (Appendix 1) sent home with the child or through face to face contact. The purpose of this note is to advise parents to watch out for any signs of injury even though the child may appear to be perfectly well at school.

When a child bumps their head we always notify parents and carers. Parents will be phoned immediately and have the opportunity if they wish to come to school to check their child.

Members of staff and midday supervisors who have dealt with head bump injuries during play times or lunch times will make sure that the child's class teacher is aware so that the child can be closely monitored during the rest of the school day if they remain in school.

Parents will be informed if their child suffers any other serious injury. The headteacher will also be informed of any child who leaves school during the day to seek external medical help eg to see the GP or A&E.

### **Dealing with Blood and Body Fluid Spills**

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Staff dealing with incidents should contact the site manager to arrange for spillages to be cleaned. Otherwise any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with Sani-Dri, Sanitizer and its accompanying accessory kit.

### **Waste Disposal**

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. Yellow waste bags or containers should be used.

### **11. Automated External Defibrillators (AEDs)**

The school has an AED which is positioned in the main school foyer.

Training in the use of AEDs will be provided to promote greater confidence in the use of a defibrillator.