

Grow Learn Aspire Together

WALLOP PRIMARY SCHOOL

FIRST AID POLICY

Name of Unit/Premises/Centre/School	Wallop Primary School
Date of Policy Issue/Review	Reviewed: November 2024 To Review: October 2025
Name of Responsible Manager/Headteacher	Christine Sexton

Policy Statement

Wallop 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 Wallop Primary School is held by Christine Sexton 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 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

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders 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

Wallop Primary School there are two appointed persons who are as follows:

- Michelle Scarrett
- Claire Fernie

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

School First Aid Trained Staff (including first aid at work)

Wallop Primary School have eight school first aid trained staff who are trained in both first aid for children and adults.

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

Wallop Primary School has three emergency first aiders, who are as follows:

Christine Sexton
Lorraine Ryall
Helen Williams

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 (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

Wallop Primary School there are five paediatric first aid trained staff who are as follows:

- Tracy Gallop
- Clare Eyles
- Emma Jones
- Jane Bedborough

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.

First Aid Provision

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

Six:

- Two First Aid Kits in the Office/Medical Room. One for use when travelling and in the event of an evacuation and one to remain at school.
- One first aid kit in KS1 area for playtimes and lunchtimes.
- One small first aid kit in the staff room and kitchen.
- Five Small First Aid Kits for use by individual Classes and taken out when using the meadow, wellbeing wood or playground.

It is the responsibility of the appointed persons 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 first aid boxes.

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

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The medical room will have the following facilities:

Chairs, first aid kit, sink, lockable medical fridge, medical waste bin.

Emergency Arrangements

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
- head bang or Injury
- requires first aid treatment
- 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 of a serious injury 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 of a head bang or injury, the child will be issued with a "I bumped my head" wristband and the parent will be contacted via telephone to let them know what has happened.

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

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 needs assessment for that activity.

The first-aid arrangements for school organised trips/visit are included in the risk assessment for that trip/visit/event. 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

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 (eg. bump on head etc)
- Treatment provided and action taken

Defibrillator

We have a defibrillator on site in a portable bag. This is stored on a hook outside the office and is easily accessible to all. Training has been provided to staff on its use.


Senior Mental Health Lead

Schools and colleges are encouraged to identify a senior mental health lead – the nominated person at Wallop Primary School is Lorraine Ryall. This role includes having strategic oversight of the whole school or college approach to mental health and wellbeing.

Appendix 1

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003
First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist					
Location of First Aid Kit/Box		Staffroom, Office/medical room, School Kitchen, KS 1 area, Kites class, Kestrels class, Hawks class, Eagles class			
Vehicle & Registration No. (if applicable)		N/A			
Identity No. of First Aid Kit/Box (if applicable)		N/A			
Date of Initial First Aid Kit/Box Check		Oct 2024			
Name of Assessing First Aider		Christine Sexton			
Contents Check					
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity	
1	Guidance card	1	7	7	
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20	140	140	
3	Sterile eye pads	2	14		
4	Individually wrapped triangular bandages (preferably sterile)	4	28		
5	Safety pins	6	42		
6	Medium individually wrapped sterile unmedicated wound dressings	6	42		
7	Large individually wrapped sterile unmedicated wound dressings	2	14		
8	Pair of disposable gloves	1	7		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity	
1	Guidance card	1	1	1	
2	Individually wrapped sterile adhesive dressings	6	6	6	
3	Individually wrapped triangular bandages	2	2	2	
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1	1	1	
5	Safety pins	2	2	2	
6	Individually wrapped moist cleansing wipes (alcohol free)	2	2	2	
7	Pair of disposable gloves	1	1	1	
Additional Checks					
1	Are all items of first aid within expiry date?	YES			
2	Are all items of first aid in good, undamaged condition?	YES			
3	Is the first aid kit/box in good condition & undamaged?	YES			
4	Is the location of the first aid kit/box clean and accessible?	YES			
5	Is the first aid location sign present & in good condition?	YES			
6	Is the list/sign of trained first aiders present & up-to-date?	YES			
Summary of Actions					
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES			
Actions required if 'NO'					
Name of Assessor	Christine Sexton	Signature of Assessor		Assessed Date	Jan 2025
Follow-up Actions					
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED				YES	NO
Name		Signature		Date	

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance

Required Quantity – Your own contents requirements based upon your selected size of first aid kit

Quantities are to be locally inserted before the form is issued or used

Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit

Appendix 2:

List of post-holders as of the date of approval of this policy:

Appointed Person	Claire Fernie Michelle Scarrett
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Paediatric First-Aiders	Emma Jones Tracy Gallop Clare Eyles Jane Bedborough
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Emergency First-Aiders	Christine Sexton Lorraine Ryall Helen Williams
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