

First Aid Policy

Policy

Children's Services Health & Safety Team (CSHST)
Version 2 – September 2021

Name of School	Langrish Primary School
Date of Policy Review	September 2025
Name of Responsible Manager/Headteacher	Heather Jones
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Langrish 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 is held by Heather Jones who is the Headteacher/Responsible Manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and 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	
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The Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid 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

At Langrish Primary School there are 3 Appointed Persons who are as follows:

- Heather Jones, Headteacher
- Billy Christofa, Deputy Headteacher
- Aidan James, Site Manager

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

At Langrish Primary School there are 14 school first aid trained staff who are as follows:

- Gabi Fernee
- Anna Ponting
- Heather Jones

- Monika Slusarczyk
- Russell Hancox
- Carla Wood
- James Gillard
- Helen Greenwood
- Chloe Browne
- Hannah Coleman
- Aidan James
- Billy Christofa
- Judith Kerridge
- Laura Callingham

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for Appointed Persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Qualified First Aiders *(those completing the 3-day first aid course)*

At Langrish Primary School there is 1 qualified first aider who is as follows:

- Helen Greenwood

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 (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Langrish Primary School there are 3 paediatric first aid trained staff who are as follows:

- Chloe Browne
- Elaine Kendall
- Judith Kerridge

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

- 4 first aid kits on the premises
 - These first aid kits will be situated at Hygiene Room, Year R, Office, Outside kit for playtimes (manually taken out)

- Travel first aid kits are made up for each specific visit according to children attending by Helen Greenwood
- It is the responsibility of the qualified first aider to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (appendix 1). Completed checklists are to be stored in the school office. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.
- The Hygiene Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:
 - bed, running water, first aid kit, chair; a telephone is accessible in the school office almost adjacent to the Hygiene Room
- A portable defibrillator located in the school office (see appendix 2)

Emergency Arrangements	
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Upon being summoned in the event of an accident, the 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 seek medical advice or 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 a suspected fracture
- 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 epipen administration
- In the event of use of a defibrillator

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
- 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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact 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).

If 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	
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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.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by Laura Callingham, Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included in the visit Risk Assessment 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	
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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 (e.g. bump on head etc)
- Treatment provided and action taken

Appendix 1

School Name:

First Aid Kit Checklist

	First Aid Kit Location/Kit number									
Does the first aid kit include a minimum contents list?										
Does stock level reach minimum requirement?										
Are all items within expiry date?										
Are all items in good condition?										
Is the first aid kit container in good condition?										
Is the location of the first aid kit accessible?										
Is the first aid location sign present and in good condition?										
Is the list/sign of trained first aiders present and up to date?										

Comments/Actions	
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Name		Signature	
Date			

Appendix 2

Portable Defibrillator (AED) Training and Maintenance

While no medical knowledge or training is required to use the AED, as once opened the device offers electronic guidance, all staff are required to view the online training and guidance videos for reference. Our AED has been registered with The Circuit.

Action	Person Responsible	Time Frame
Ensure pads are in date and battery operating correctly – advise The Circuit if unit is out of action - & log	Helen Greenwood	Weekly
Ensure stocks are replenished as necessary when the unit is used	Helen Greenwood	As necessary
Staff to watch guidance video	Admin Officer	Annually

NB: Additional AEDs are available at the Village Hall and Seven Stars should the school AED be unavailable.