
Langrish Primary School First-Aid Policy

Children's Services and Safety Team

Version 1 – October 2014 (still current at March 21)

Name of School	Langrish Primary School
Date of Policy Issue/Review	March 2021
Name of Headteacher	Mrs Sarah Wright
Signature of Headteacher	
Signature of Chair of Governors	

Introduction	<p>First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and preserve life until medical assistance can be obtained.</p> <p>To comply with the HCC policy Headteachers shall ensure that:</p> <ul style="list-style-type: none"> • A sufficient number of first aid personnel are appointed for their work teams or location, the actual number to be decided on the risk assessment • Suitable first aid provision is made for staff who drive, work peripatetically, work away from buildings or work from home. • Sufficient first aid kits are available • All first aid activities carried out are recorded • All first aid kits are 'in date' and appropriate • All qualified first aid personnel undertake initial training in first aid and are encouraged to take regular refresher training thereafter
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- A list of all first aid personnel and their locations is prominently displayed

To comply with the HCC policy first aid personnel shall:

- Maintain the first aid kits and equipment in their charge, including replacing any out of date items
- Administer first aid as they were trained and within their competency
- Make responding to first aid requests at work their first priority
- Take a first aid kit with them when evacuating during a fire or other emergency, as long as it is safe to do so

First aid does not cover the administration of medication – please see school specific policies, procedures and protocols for medicines in schools.

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 Langrish Primary School is held by the headteacher; Mrs Sarah Wright who is the 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 & 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 (Appendix 4) 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 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

At Langrish Primary School there are 2 appointed persons who are as follows:

- Mrs Sarah Wright; Headteacher
- Miss Heather Jones; Deputy Headteacher

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 15 school first aid trained staff who are as follows:

- Gabi Fernee
- Debbie Webber
- Rachel Browning
- Anna Ponting
- Heather Jones
- Sarah Wright
- Harriet Lawry
- Fiona Pruden
- Deborah Fiers
- Monika Slusarczyk
- Shannon Baigent
- Sarah Jones

- Sarah Rawlings
- Louise Lee
- Russell Hancox

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 one qualified first aider:

- Mrs Shannon Baigent

She will be responsible for administering first aid, in accordance with her 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 2 paediatric first aid trained staff who are as follows:

- Chloe Browne
- Harriet Rhodes

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:

- 3 first aid kits on the premises
 - These first aid kits will be situated at Year R/Office/Hygiene Room
- We have no travel kits for vehicles – first aid kits are made up for each specific visit on demand

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every term and record findings on the Children’s Services First Aid Kit Checklist

Completed checklists are to be stored in the Health and Safety Checklists file in the 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 – telephone accessible in school office

Emergency Arrangements	
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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 epipen administration

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.

In the event that parents can not 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 can not 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 hours 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 Carolyne Graham, Administrative Officer 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

Langrish Primary School First Aid Policy Update: July 2020

In non-residential settings, what should be done if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) and needs to be cared for until they can return home?

If anyone in an education, childcare or non-residential children social care setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should self-isolate for at least 7 days and arrange to have a test to see if they have coronavirus (COVID-19.) Other members of their household must self-isolate for 14 days from when the initial household member first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. **At Langrish School, this will be the entrance Foyer. The front door will be open for ventilation.**

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. **This bathroom will be the Hygiene Room.**

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). **This is available at the school office.**

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves or they are later advised to do so by NHS Test and Trace or the Local Health Protection Team.

Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Read [guidance about cleaning non-healthcare settings](#).

Does coronavirus (COVID-19) mean that PPE is needed for administering first aid?

Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.

March 2021

Review March 2022