

## Policy Statement

Rucstall Primary School will 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 Rucstall Primary School is held by the Head teacher 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 cooperate 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 (CSAF-002) 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

At Rucstall Primary School there are three Appointed Persons, who are as follows:

Jen Lee  
Carly Golding  
Natalie Lomax

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.

## School First Aid Trained Staff and Emergency First Aiders

At Rucstall Primary School staff undertake first aid training on a three yearly cycle.

Two staff have first aid training and qualifications for the administration of medicines. This 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:

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- 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

These staff 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 (e.g. first aid kit inspections).

### Paediatric First Aid Trained Staff

At Rucstall Primary School we have trained paediatric first aid trained staff. 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 requirements:

- As first aid is provided centrally from the Main Reception office, there are also first aid boxes located around the school. All first aid stocks are replenished as necessary and regularly checked.
- Travel first aid kits are available for offsite activities and are located in the medical area. More travel kits are made up from the central stock, as required.

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 school office.

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

An area of the community room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid area has the following facilities:

- running water, first aid supplies and chairs

### 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. At times, the support and direction from a Paediatric trained staff member may be sought.

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 and ensure that the most senior person onsite is aware, in a timely manner of a child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment other than minor injuries
- requires attendance at hospital or contact with emergency services (inclusive of 111 and 999)

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- involves a bump to the head

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. The adult leaving the message should include the date, time and name of the caller in the message.

In the event 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 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 hours and school visits

The first-aid arrangements for all school managed and organised after school activities (parent's 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 the Admin Officer, who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised visits are included in the risk assessment for the visit. These are reviewed for each visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the 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 (e.g. bump on head etc.)
- Treatment provided and action taken

Policy Date:	May 2024
Review Due:	May 2027
Date Approved:	May 2024

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.

<b>First Aid Kit Checklist</b>				
<b>Location of First Aid Kit/Box</b>				
<b>Vehicle &amp; Registration No.</b> <i>(if applicable)</i>				
<b>Identity No. of First Aid Kit/Box</b> <i>(if applicable)</i>				
<b>Date of Initial First Aid Kit/Box Check</b>				
<b>Name of Assessing First Aider</b>				
<b>Contents Check</b>				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		

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4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		

**Additional Checks**

1	Are all items of first aid within expiry date?	YES	NO
2	Are all items of first aid in good, undamaged condition?	YES	NO
3	Is the first aid kit/box in good condition & undamaged?	YES	NO
4	Is the location of the first aid kit/box clean and accessible?	YES	NO
5	Is the first aid location sign present & in good condition?	YES	NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES	NO

**Summary of Actions**

FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED	YES	NO
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Actions required if 'NO'

Name of Assessor		Signature of Assessor		Assessed Date	
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**Follow-up Actions**

REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED	YES	NO
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Name		Signature		Date	
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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

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