

# The Clere School



## Health and Safety at Work Policy

### Appendix G

### First Aid Policy

<b>Date of Policy Issue: June 2023</b>	<b>Date of Policy Review: June 2024</b>
<b>Approved by WGB: 6 June 2023</b>	

#### Policy Statement

The Clere 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 The Clere School is held by the Headteacher 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

The responsible manager will ensure that appropriate numbers of 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.

#### Qualified First Aiders

At The Clere School there are 9 qualified first aiders who are as follows:

- Mrs M Robson
- Ms K Waye

- Miss C King
- Ms T Critchley
- Mrs L Mackley
- Mrs I Campbell
- Dr R Jones
- Mr E Dyke
- Mr S Mitchell

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).

### **First Aid Provision**

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

- Nine first aid kits on the premises
  - These first aid kits will be situated at First Aid Room, Sports Hall, Science Prep Room x 2, Food Technology Room, Art Room, DT1, DT3 and Community Room
- Four travel first aid kits in vehicles
  - These travel first aid kits will be located in Minibuses and available from Welfare Assistant

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored with the School Business Manager.

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

The Welfare Office 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, telephone, chair, defibrillator

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider 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
- 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 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 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.

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 Admin 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 Off Site Activities Policy. 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 (e.g. bump on head etc)
- Treatment provided and action taken

**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>				
<b>No.</b>	<b>Premises First Aid Box</b>	<b>Minimum Required</b>	<b>Required Quantity</b>	<b>Actual Quantity</b>
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		
<b>No.</b>	<b>Travel First Aid Kit</b>	<b>Minimum Required</b>	<b>Required Quantity</b>	<b>Actual Quantity</b>
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
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		
<b>Additional Checks</b>				
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	
<b>Summary of Actions</b>				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES	NO	
Actions required if 'NO'				
<b>Name of Assessor</b>		<b>Signature of Assessor</b>		<b>Assessed Date</b>
<b>Follow-up Actions</b>				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES	NO	
<b>Name</b>		<b>Signature</b>		<b>Date</b>

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