



## First Aid Policy



# Avonwood Primary School

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Part of United Learning

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TO BE RATED

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TO BE RATIFIED

## Policy Statement

At Avonwood primary School we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

## Scope

This Policy forms part of the health and safety arrangements detailed in Part 3 of the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc. Act 1974 and specifically the Health and Safety (First-Aid) Regulations 1981. It has been produced in line with the Guidance for First Aid in Schools from the Department for Education.

This Policy does not cover administration of medicines, which does not fall under the Health and Safety at Work etc. Act 1974. Administration of medicines is covered in our 'Medical Needs' Policy.

It is applicable to all schools and central office locations, herein referred to as United Learning Sites.

## Interpretation

The following definitions apply to this Policy:

First-Aid - in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse

First-aider – an employee who has completed a recognised first-aid qualification e.g. First-aid at work, Paediatric First-aid.

Appointed Person – a person appointed to take charge of first-aid arrangements, including looking after equipment and facilities and calling emergency services, where it has been deemed that no designated first-aider is required.

## Responsibilities

The school must provide adequate and appropriate equipment, sufficient facilities and qualified first aid personnel at all times.

Whilst there is no explicit requirement under the Regulations for schools to provide first-aid to anyone other than their employees, United Learning expects, in line with DfE guidelines, that all Sites will include pupils, students, and other defined non-employees (e.g. parents attending a school event) in their calculations for first-aid provision.

## Reassessment of first aid provision

The governing body and/or head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## Number of First-aiders Required

Generally the larger the workforce the greater the first-aid provision required. However, the school, Headteacher and governing body should consider the likely risks to pupils and visitors, as well as employees. As a general rule, the school should ensure that there is a minimum of one first-aid to every 100 persons normally on site (staff, students and other members of public), however, the precise number arrived at, and the factors considered in determining first-aid provision, must be documented and will constitute the risk assessment for this process. The following factors must be considered:

The size of the school and whether it is on a split site and/or levels

The location of the school and its proximity to emergency services

Any specific hazards or risks on the site, e.g. some independent schools have complex grounds  
maintenance equipment

Specific needs – are there staff or pupils with specific health needs or disabilities?

Accident statistics can highlight areas to concentrate on

Work patterns and operational hours to ensure adequate first-aid arrangements are maintained at all times that the Site is occupied including weekends and holidays

There must be adequate first-aid cover to account for periods of absence including unplanned or exceptional absences.

In recognition of the time commitments, and financial impacts associated with the full 'first aid at work' qualification, United Learning accepts that, provided there are least two first aid at work trained members of staff available at all times, additional first aiders required to meet the full complement of first aiders detailed above may only need to complete a course in emergency first aid.

In EYFS settings, in line with the Statutory Framework for EYFS, there must be at least one paediatric first-aid trained member of staff on site at all times, including for planned and unplanned absences and on any educational visits that may take place.

Due to teaching commitments, it may not be suitable for teaching staff to be nominated as first-aiders, however, teaching staff are more likely to be first-aiders for educational visits and should be trained accordingly. Equally, all schools must ensure that the division of first-aid duties among support staff is shared out in such a manner as to not adversely affect an individual's ability to perform their main role.

To ensure that first-aiders' time is used appropriately, teaching staff should monitor children who claim to be unwell and not immediately refer them to a first-aider.

## Training

Since the requirements for first-aid training providers to be accredited by HSE was removed in 2013, the number of potential training providers has increased considerably; unfortunately, not all of these courses are of the required standard. To assist the school in ensuring their selected training provider is suitable, the first-aid lead should read HSE publication 'GEIS3' available on the [A-Z section](#) of United Hub. There is a customisable training provider checklist available in the same section, which should be used when selecting a training provider. Records of these checks must be kept for 6 years.

First aid at work certificates are only valid for three years. HSE strongly advocate annual refresher training. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates.

In the event of an emergency or incident arising when there is no first-aider immediately available, all staff should assist/provide first-aid to the best of their ability. In the unlikely event of a civil claim being made against such an individual (or indeed against a qualified first-aider) the Group's insurers have confirmed cover under our Public Liability Policy.

## First-aid Container

Every Site must have a sufficient number of suitably stocked and properly identified first-aid containers. Avonwood has a first aid box in every classroom across the school, as well as the first aid room located near the front office. We also have extra first aid bags which are used off site during school trips and in the minibus/coach. First aid kits must be readily available at key location sites. An inventory of first-aid containers and their location should be maintained and communicated to all staff.

First-aid containers must afford the contents protection from dust and damp and be identifiable by a white cross on a green background. They should be located near to hand washing facilities.

There is no mandatory list of items to be included in a first-aid container. As a guide, a minimum stock list of first-aid items might be:

- a leaflet giving general guidance on first-aid, e.g. HSE's leaflet Basic advice on first-aid at work
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped un-medicated wound dressings
- medium-sized sterile individually wrapped un-medicated wound dressings
- disposable gloves

For school minibuses, a first-aid container is to be carried on board and there must be at least one first aider travelling on the bus.

First-aid containers must have their contents checked regularly to ensure they remain suitably stocked and any out of date materials must be disposed of and replaced.

### **First-aid Rooms**

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The room must also have adequate signage. They must be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room.

The first aid room must meet the following requirements:

- Be large enough to hold an examination couch with enough space either side for people to work
- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy and accessible at all times
- Display on the door the names, locations and contact details for first-aiders and how to contact them
- A sink with hot and cold running water
- Drinking water supply with disposable cups if necessary
- Soap and paper towels
- Foot operated waste containers

## Automatic External Defibrillators (AED)

It is a United Learning requirement that all Sites possess at least one automatic external defibrillator (AED).

The automatic external defibrillator for Avonwood Primary School is located on the wall by the entrance of the school, in the foyer next to the front office. Ask the office if you are unsure where this is located.

## First-aid on Educational Visits

In line with [OEAP National Guidance](#), first-aid provision is to be determined on a case-by-case basis and the decision recorded in the planning documentation. The following need to be considered,

The nature of the activity/visit

The nature of the group

The likely injuries associated with the activity

The extent to which the group will be isolated from the support of the emergency services

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first-aid certificate.

Further details on first-aid on educational visits can be found in the [OEAP National Guidance](#).

## Information for Employees

Details of the school's first-aid arrangements must be communicated to employees. Procedures need to be in place that are known, understood and accepted by all. Information should be given about the location of first-aid equipment, facilities and personnel. First-aid notices should be displayed which are clear and easily understood by all.

It is important for all members of staff to know how to contact a first aider if there is not one immediately available. It should also be communicated to employees how to contact a first aider whilst being on the field away from the main school site. When an adult is alone with a class on the playing field e.g. carrying out a PE lesson they will have a walkie talkie with them in order to contact a member of SLT immediately in the case of a first aid emergency.

If a member of staff or external organisation is running an after school activity the organiser must be first aid trained, there must also be a second member of staff listed as available to support if needed.

There will be an updated annual list of first aid trained members of staff published in this document and on a display in the staff room.



## First-Aid Records

Any incident requiring first-aid must be recorded. First Aid records are kept in a safe and secure place in each classroom across the school. Each classroom has a first aid folder containing key medical and dietary children, care plans, head bump forms and parent/carer first aid notification slip. A log of all first aid incidents are always recorded on ARMS. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date, time and place of incident; the name (and class) of the injured or ill person; details of the injury/illness and what first aid was given; what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); first aid note informing parent/carer; name and signature of the first aider or person dealing with the incident.

The information on ARMS can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

## Statutory accident records

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.

## Hygiene and infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## Informing parents

If injuries that are dealt with by a first aider in school they must be recorded on a notification form (Annex 1) and given to parents/carers. The form must be filled out with appropriate detail and the body map marked with an X on the point of injury.

In the event of a head injury a separate head injury report (Annex 2) must be completed and handed to the parent/carer by the class teacher on collection of the child. A phone call home to parents must be made by either the office or a first aider for every face, head and neck injury. If deemed serious the parent should be invited in to check their child. It is important that the parent acknowledges the head injury report by signing the form. One part of the form will stay on school records and the other sent home.

## Summary of Requirements

At least one first-aid at work trained first-aider per 100 staff and students; the rationale for which must be documented

Paediatric first-aid trained staff in EYFS settings to cover all operational conditions

First-aid containers to be suitably stocked, sufficient in number, and appropriately located

First-aid rooms to be provided meeting the relevant requirements

Automatic external defibrillators at all Sites

First-aid provision to be included as part of Educational Visits planning

First-aid arrangements communicated effectively to all employees

First-aid logs to be monitored and reviewed on a regular basis

## Local Management Arrangements

**At Avonwood Primary School, Lucy Sloane and Emma Bowden are the Lead First Aider.**

There is a first-aid room located **near the front office.**

The following members of staff hold a first-aid qualification

Name	Role	First Aid at work	Paediatric	Renewal
Austin Hannah	TA		√	01/02/2026
Anthony Sharnalee	TA		√	05/02/2027
Barnes Lauren	TA	√		04/01/2025
Blowers Samantha	TA		√	10/10/2026
Bowden Emma	Support Staff	√	√	05/02/2027
Coffey Michelle	TA		√	04/01/2025
Colborne Molly	TA		√	04/01/2025
Coleman Claire	TA		√	10/10/2026
Collins Sarah	TA		√	04/01/2025
Crook Gemma	Support Staff		√	04/01/2026
Darch Sarah-Louise	Teacher	√		24/02/2024
Dawson Nona	TA		√	04/01/2026
Dennett Georgia	TA		√	10/10/2026
Dimambro Danielle	Teacher/SENCo		√	17/11/2024
Ellement Barry	Support Staff	√	√	17/11/2024
Ferri Ele	TA		√	05/02/2027
Gilder Emma	Teacher		√	10/11/2024
Grimley Clare	Teacher		√	10/10/2026
Hannah Tracey	Teacher		√	17/11/2024
Harris Charlotte	Teacher	√		05/02/2027
Hayes Deborah	TA		√	17/11/2024
Hughes Katherine	TA	√		04/01/2025
Irvine Lucy	Teacher		√	14/01/2025
Jackson Chris	Head Teacher		√	10/10/2026
King Becky	Teacher		√	10/10/2026
Langridge Clare	TA	√		10/10/2026
Marks Tara	TA		√	01/02/2026

Masterson	Rebecca	TA		√	04/01/2025
Massey	Jasmine	TA		√	24/03/2025
Mather	John	Teacher		√	05/02/2027
McInerney	Jacqueline	Teacher		√	01/02/2026
Millington	Sarah	Teacher		√	01/02/2026
Moore	Samantha	TA		√	25/02/2024
Nash	Claire	TA		√	01/02/2026
Peckham	Michelle	TA		√	10/11/2024
Phillips	Laura	Teacher		√	10/11/2024
Phillips	Sophie	Teacher		√	05/02/2027
Pike	Charlotte	TA		√	01/02/2026
Power	Kelly	TA	√		04/01/2025
Pritchard	Davina	Teacher		√	10/10/2026
Rae	Megan	Teacher		√	05/02/2027
Rattue	Suzanne	TA	√		04/01/2025
Selig	Jordan	Teacher		√	10/10/2026
Sephton	Gina	Support Staff		√	17/11/2024
Mossa	Shanine	Support Staff	√	√	17/11/2024
Sharp	Katie	TA	√		10/11/2024
Short	Isabel	TA		√	04/01/2025
Short	Jess	Teacher		√	01/02/2026
Sloane	Lucy	Teacher/SENCo		√	05/02/2027
Tidiman	Joanna	TA		√	14/01/2025
Turner	Sarah	Teacher		√	24/02/2024
Wallace	Leonie	Support Staff	√		05/02/2027
Wilkes	Alice	Teacher		√	01/02/2026
Wyatt	Kelly-Marie	Teacher		√	05/02/2027

To contact a first-aider **call the front office from any classroom phone on 3801.**

**There will always be a first aider available on each playground at break times and lunch times.**

### Declaration of Adoption

This Policy has been reviewed by the senior leadership team and has been formally adopted.

**Head  
Teacher**

Chris Jackson



9.11.22

**Governor for  
Health and  
Safety/First Aid**

Jack Skilling



9.11.22

## Annex 1: First-Aid notification



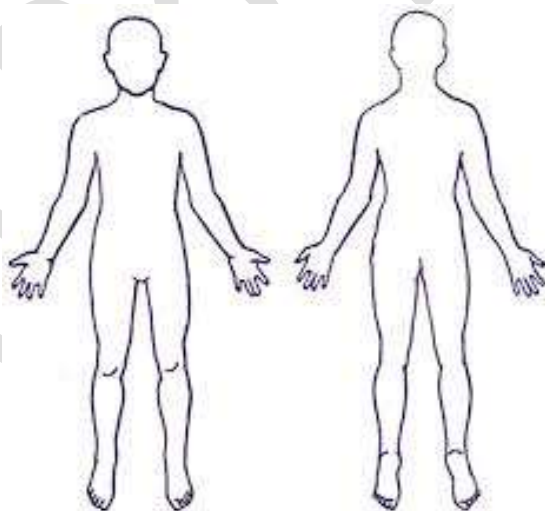
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### First-Aid notification

A trained first-aider administered first-aid on your child today. Please ensure you monitor the injury/symptom. If you are in any doubt, please seek medical advice.

Child's Name	
Date and Time	

What happened and when:	
Injury/Symptom (see body map below):	
Treatment:	
Follow up required at school (if any)	
Follow up required at home (if any)	



Completed by: \_\_\_\_\_

## Annex 2: Head Injury notification

# Head Injury Report

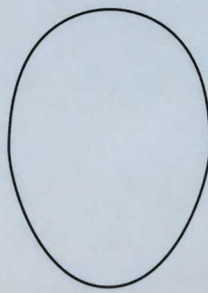
Complete a form and hand to parent/carer if their child sustains an injury to their face/head (carbon copy should be filed in child's folder).  
Indicate position of injury by marking a cross on the image below.

Today ..... sustained an injury to his/her head.

<b>Date of incident</b>		<b>Time of incident</b>	
<b>Description of injury</b>			
<b>First Aid administered</b>			



Front



Back

### Additional advice

Observe your child closely for the next 2-3 days, seek medical advice if you are concerned.

- If the area is swollen or bruised, try placing a cold compress over it for 20 minutes every 3-4 hours.
- Make sure your child is drinking enough fluid.

<b>Signed</b>		<b>Position</b>		<b>Date</b>	
<b>Countersigned</b> (if applicable)		<b>Position</b>		<b>Date</b>	
<b>Parent/carer</b>				<b>Date</b>	

## Annex 3: Accident or Incident Report Investigation

If a child or adult had to seek further medical attention or the Headteacher deems a risk assessment necessary, then the following report investigation form will be completed.

# Accident or Incident Report and Investigation

Report Number

Injured or affected persons if any (all fields must be completed)							
Surname and forenames							
Address		Age & Date of Birth					
(and tel. no. if employee)		Class or form if pupil					
Nature of injury							
Part of body							
No treatment <input type="checkbox"/>	First Aid <input type="checkbox"/>	Attended GP <input type="checkbox"/>	Sent to hospital <input type="checkbox"/>	Resumed work/school <input type="checkbox"/>			
Other (Specify)		Total days off work excluding day of accident/incident					
Description of accident/incident including circumstances leading up to accident/incident							
Include name and address of any witness							
Location		Time		Date			
REPORT COMPLETED BY							
Signature		Date					
Name in blocks		Position					
Possible cause of accident							
Recommendations to prevent reoccurrence							
Action taken (By whom & target date for completion)							
<b>Notifiable to parent in writing</b>	Yes	No	By whom	Date Sent			
<b>Written head injury information to parents</b>	Yes	No	By whom	Date Sent			
<b>Notifiable to HSE/other</b>	Yes	No	By whom	Date			
			Ref No				
INVESTIGATION REPORT COMPLETED BY							
Signature		Date					
Name in blocks		Position					