

First Aid Policy

Avonwood Primary School
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Part of United Learning

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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.

Allergies and Anaphylaxis

The school recognises its duty to support pupils with allergies and anaphylaxis in line with Benedict Blythe's Law. Individual Healthcare Plans will be maintained for pupils diagnosed as being at risk of anaphylaxis. Adrenaline auto-injectors will be readily accessible, staff will receive appropriate training and emergency procedures will be followed in accordance with statutory guidance and the school's Medical Needs 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.

SEND / Medical Needs Perspective

For pupils with Education, Health and Care Plans (EHCPs), medical conditions or disabilities, first aid arrangements may be supplemented by reasonable adjustments, risk assessments, Individual Healthcare Plans and Emergency Care Plans where appropriate.

This links the policy to:

Equality Act 2010

SEND Code of Practice

Supporting Pupils with Medical Conditions guidance

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.

All staff must familiarise themselves with relevant Individual Healthcare Plans and Emergency

Healthcare Plans where these impact emergency treatment.

Especially important for:

Anaphylaxis

Epilepsy

Diabetes

Severe asthma

First-Aid Records

Any incident requiring first-aid must be recorded. First Aid records are kept on BE ONLINE (our online first aid recording system). 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 BE ONLINE . 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 BE ONLINE 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.

The Headteacher or designated Health and Safety Lead is responsible for determining whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and for making any necessary reports.

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 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, the first aider must tick the relevant "head injury" box on BE ONLINE which will immediately notify the front office. The front office will then make a phone call home to the parent to inform them of the injury. This is for any injury to the neck, head or face. 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. All pupils who sustain a head injury will be monitored in accordance with the school's concussion and head injury procedures. Emergency medical assistance will be sought where symptoms indicate a potentially serious injury.

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, Jessica Sainsbury 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	Paediatric	Renewal
Barnes	Lauren	TA	√	21/04/2028
Blowers	Samantha	TA	√	10/10/2026
Borowski	Lisa	TA	√	10/02/2029
Bowden	Emma	Support Staff	√	05/02/2027
Colborne	Molly	TA	√	21/04/2028
Collins	Sarah	TA	√	21/04/2028
Crook	Gemma	Support Staff	√	10/02/2029
Cuthbert	Amelia	Avonwood Plus	√	07/11/2026
Darch	Sarah-Louise	Teacher	√	14/11/2027
Harrington	Nona	TA	√	10/02/2029
Dennett	Georgia	TA	√	10/10/2026
Ellement	Barry	Support Staff	√	14/11/2027
Ferri	Ele	TA	√	05/02/2027
Grimley	Clare	Teacher	√	10/10/2026
Gwyther	Rhianon	TA	√	14/11/2027
Hardy	Kate	TA	√	10/02/2029
Hawkins	Suzy	Lunchtime supervisor	√	21/04/2028
Hayes	Deborah	TA	√	14/11/2027
Hughes	Katherine	TA	√	21/04/2028
Jackson	Chris	Head Teacher	√	10/10/2026
Jakucsne Szollosi	Maria	TA	√	10/04/2027
King	Becky	Teacher	√	10/10/2026
Legge	Corinne	TA	√	21/04/2028
Liepina-Matharu	Daiga	TA	√	07/07/2026
Marks	Tara	TA	√	10/02/2029
Masterson	Rebecca	TA	√	21/04/2028
Massey	Jasmine	TA	√	21/04/2028
Mossa	Shanine	TA	√	14/11/2027
Peckham	Michelle	TA	√	14/11/2027
Peckham	Amber	Avonwood Plus	√	21/04/2028
Power	Kelly	TA	√	16/09/2026
Prague	Chloe	TA	√	10/02/2029
Pritchard	Davina	Teacher	√	10/10/2026
Rae	Megan	Teacher	√	05/02/2027
Rattue	Suzanne	TA	√	21/04/2028
Short	Isabel	TA	√	21/04/2028
Sloane	Lucy	Teacher/SENCo	√	05/02/2027
Tidiman	Joanna	TA	√	21/04/2028

Wallace	Leonie	Support Staff	√	05/02/2027
Wharmby	Madison	Teacher	√	06/07/2027
Wilkes	Alice	Teacher	√	10/02/2029
Wright	Claire	TA	√	10/02/2029
Williams	Kim	Deputy Head	√	14/11/2027
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

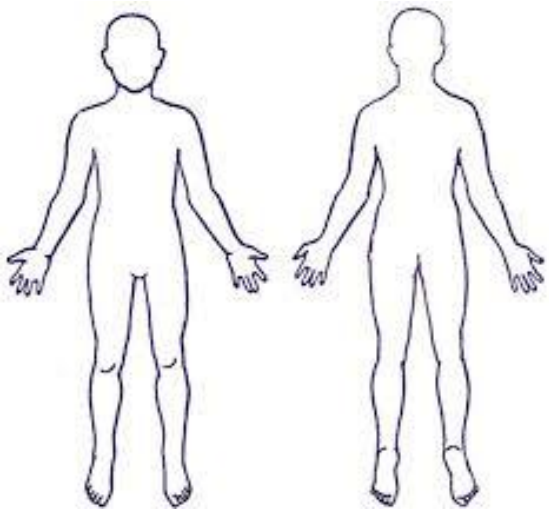
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First-Aid notification

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: 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 ☐		First Aid ☐		Attended GP ☐		Sent to hospital ☐		Resumed work/school ☐	
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)									
Notifiable to parent in writing	Yes		No		By whom		Date Sent		
Written head injury information to parents	Yes		No		By whom		Date Sent		
Notifiable to HSE/other	Yes		No		By whom		Date		
					Ref No				
INVESTIGATION REPORT COMPLETED BY									
Signature				Date					
Name in blocks				Position					