

Whitchurch Church of England Primary School	Effective Date:	January 2025
Policy and Procedure Statement		
 <p>First Aid Policy</p>	Revision Date:	January 2026
	Review:	Annually
Head Teacher	Mrs C Pritchard	
DSL	Mrs C Pritchard	
Chair of Governors	Mrs Sharon Smith	

Policy Statement

Whitchurch 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 Whitchurch Primary School is held by the Headteacher.

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 and 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 annually or following any significant changes that may affect first aid provision.
 - The Children's Services First Aid Needs Assessment Form 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.

The Headteacher will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid 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 Whitchurch Primary School there are 2 Appointed Persons who are as follows:

- Stacey Dopson.
- Laura Hack

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.

Qualified First Aiders

At Whitchurch Primary School there are two First Aid at Work trained staff who are as follows:

- Stacey Dopson.
- Laura Hack.

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

Emergency First Aiders *(Those completing the 1-day emergency first aid course)*

At Whitchurch Primary School there are 13 emergency first aiders who are as follows:

Susan Clarke
Sue Cobble
Karen Garlinge
Natalie Hague
Sophie Lloyd
Jo Marriott
Cariad McAslin
Tracy Parks
Davina Peacock
Craig Rutledge
Heather Snow
Angela Tuffin
Sue Turrill

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

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).

Paediatric First Aid Trained Staff

At Whitchurch Primary School there are 8 paediatric first aid trained staff who are as follows:

- Olivia Payne
- Jennifer Fuller
- Amanda Wersby
- Francesca Smeeton
- Amanda Piper
- Sarah Pearson
- Nicole Pearson
- Virginia Smith

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.

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

- 9 first aid kits on the premises
 - These first aid kits will be situated in each year group
 - There are 2 travel first aid kits to be taken on trips
 - These travel first aid kits will be located in First Aid room to be taken on trips

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 2 months and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the zippy wallet in First Aid room.

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

The First Aid 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:

- Running water, first aid kit, defibrillator, 2 chairs, clinical waste bin, sharps disposal, locked medicine cabinet, medicine fridge

Responsibilities

First Aiders and Appointed persons

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 seek medical advice or 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 a suspected fracture
- 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 a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- any head bump or injury

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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact 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).

If 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.

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 the School Business Manager 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 trip risk assessment recorded on Evolve. 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.

All accidents requiring first aid treatment are to be recorded with (at least) the following information in the Accident book (Appendix 1).

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Place of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

- Whether parents have been informed and how
- A signature of the person administering first aid.

Where treatment is necessary beyond minor grazes and including all head injuries, an Accident Form will be completed. This form is to be handed to the teacher and then sent home with the child (Appendix 2)

In the case of head injuries, a member of the office team is to be informed, and a phone call made home. The Accident Form will still be sent home with the child at the end of the day.

An Accident/Incident reporting form will be completed for all accidents that require a phone call home. This form also needs to be completed for all accidents involving staff. Copies of this form are available in the First Aid room and School Office. First Aiders will pass the completed form to the Accident/Incident Reporting Officer – School Business Manager.

School Business Manager

- To ensure that first aid consumables are purchased against agreed stock levels
- To order deficits against above list
- To liaise with the 'Named First Aider' regarding items for inclusion on stock list

All Staff

- To take first aid kits on all excursions from school
- To check the level of supplies in all first aid kits/first aid belts they intend to use.
- To send injured/ill children to the LSA/Supervisory Assistant on medical duty at playtimes and lunchtime. Only if the injury cannot be dealt with on the playground should they come into school
- Accidents which happen in the classroom will be dealt with by the first aider in the team – first aid boxes are available in all year groups
- To seek assistance from the First Aider or Appointed Person for situations beyond their experience/expertise
- To record all incidents where first aid has been provided beyond treatment from first aid belts on the playground
- To inform the class teacher of any child who has been sent to stay in the medical room or sent home due to illness or injury

Learning Support Assistants

- To cover first aid during morning/afternoon playtimes and lunchtime as per playground rota.

1. Appendix 1

Accident book to be completed for all accidents where treatment is necessary beyond minor grazes all head injuries must be recorded.

WHITCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL - FIRST AID RECORD

CHILD'S NAME	SEEN BY	DATE TIME	PLACE	INJURY OR ILLNESS	TREATMENT	PARENTS INFORMED	SIGNED
			K51 PLAYGROUND K51 PLAYTRAIL K52 PLAYGROUND K52 PLAYTRAIL FIELD CLASSROOM HALL MUGA OTHER	BUMPED HEAD FELL OVER GRAZED KNEE/LEG/ARM/HAND FELL AND HURT BACK/LEGS/ARM/NECK COMPLAINED OF FEELING SICK/UNWELL NOSE BLEED ASTHMA ATTACK OTHER	COLD COMPRESS ICE PACK PLASTER TLC CAREFULLY LOOKED AT BUT NO FURTHER ACTION OTHER	YES - PHONE CALL YES - ACCIDENT FORM SENT HOME NO	
			K51 PLAYGROUND K51 PLAYTRAIL K52 PLAYGROUND K52 PLAYTRAIL FIELD CLASSROOM HALL MUGA OTHER	BUMPED HEAD FELL OVER GRAZED KNEE/LEG/ARM/HAND FELL AND HURT BACK/LEGS/ARM/NECK COMPLAINED OF FEELING SICK/UNWELL NOSE BLEED ASTHMA ATTACK OTHER	COLD COMPRESS ICE PACK PLASTER TLC CAREFULLY LOOKED AT BUT NO FURTHER ACTION OTHER	YES - PHONE CALL YES - ACCIDENT FORM SENT HOME NO	
			K51 PLAYGROUND K51 PLAYTRAIL K52 PLAYGROUND K52 PLAYTRAIL FIELD CLASSROOM HALL MUGA OTHER	BUMPED HEAD FELL OVER GRAZED KNEE/LEG/ARM/HAND FELL AND HURT BACK/LEGS/ARM/NECK COMPLAINED OF FEELING SICK/UNWELL NOSE BLEED ASTHMA ATTACK OTHER	COLD COMPRESS ICE PACK PLASTER TLC CAREFULLY LOOKED AT BUT NO FURTHER ACTION OTHER	YES - PHONE CALL YES - ACCIDENT FORM SENT HOME NO	
			K51 PLAYGROUND K51 PLAYTRAIL K52 PLAYGROUND K52 PLAYTRAIL FIELD CLASSROOM HALL MUGA OTHER	BUMPED HEAD FELL OVER GRAZED KNEE/LEG/ARM/HAND FELL AND HURT BACK/LEGS/ARM/NECK COMPLAINED OF FEELING SICK/UNWELL NOSE BLEED ASTHMA ATTACK OTHER	COLD COMPRESS ICE PACK PLASTER TLC CAREFULLY LOOKED AT BUT NO FURTHER ACTION OTHER	YES - PHONE CALL YES - ACCIDENT FORM SENT HOME NO	

Appendix 2

Accident Form to be completed for all accidents where treatment is necessary beyond minor grazes and including all head injuries: This form is to be handed to the teacher and then sent home with the child.

Whitchurch Church of England Primary School

Date:.....

Time:.....

Child's Name:.....

Class:.....

Attending After School Club: Yes/No

Place of accident:.....

Parent notified: Yes/No

Description of accident and treatment given :.....

.....

.....

.....

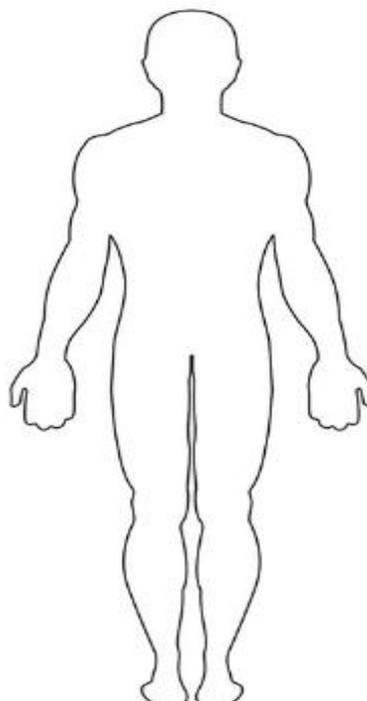
If you are completing this form for a head injury please show on the reverse where the injury is.

Treated by:.....

Position:.....

First aid was administered but if you wish to discuss any matter relating to the above, please speak to your child's class teacher.

Parents: you may wish to check that your child has no lingering after effects from their accident, including dizziness or drowsiness following a head injury. Please check any dressings that may have been applied.



Appendix 3

To be completed for all accidents that require a phone call home to parents eg head injuries with visible bumps, cuts or grazing. This form also needs to be completed for all accidents involving staff. Copies of this form are available from the Medical Room and School Office. Please pass this completed form to the Accident/Incident Reporting Officer – Mrs Heather Snow.

Accident / Incident Reporting Form

(This paper form is for staff without access to the IT system or for external premises users. The information from this will need to be added to the On-Line reporting system as soon as practicable)

Accident Road Traffic Accident Near Miss
Occupational ill Health Dangerous Occurrence Violent and/or Aggression

Details of person(s) involved in the incident

First Name Last Name
Job title / role Email address
Description of Location
Who is their Line Manager
Their email address
District

Details of person reporting incident (if different)

First Name Last Name
Job title/role Email Address

Incident details

Date of Incident Time of Incident
What is the main injury?
(Cut, bruise, fracture, etc...)
Description of injury
Which part of the body was affected?
Did the Injury result in;
A Fatality Specified Injury
1 to 7 day absence 7+ day absence
First aid given No treatment given
Member of Public / Pupil taken to hospital for treatment

Description of activity

Description of what happened

Road Traffic Incident

Make and model of vehicle/s involved if road traffic incident (registration if known)

Occupational ill health

Description of Ill Health

Is there a formal diagnosis for this illness?

Carpal Tunnel Syndrome

Cramp in arm/forearm

Occupational dermatitis

Hand arm vibration syndrome

Occupational asthma

Tendonitis or tenosynovitis

Dangerous occurrences

Collapse, overturning or failure of lifting equipment

Collapse of scaffolding

Failure of closed pressure system

Structural collapse

Contact with overhead electrical lines

Explosion or fire

Electrical incidents causing fire or explosion

Release of flammable liquids or gases

Biological agent release

Hazardous substance escape

Violent and aggression incidents

Who was the aggressor

Reason for their being at the premise

Has a violence and aggression risk assessment been completed

Was there a trigger for the aggressive behaviour

Notes