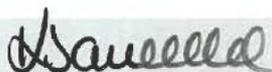


First Aid Policy



Watlington Community Primary School

Approved by:		Date:	18 Jul 22
Last reviewed on:	July 2022		
Next review due by:	To be reviewed every year – July 2023		

First aid Policy

1. Introduction

Norfolk County Council must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Although it is not required by the law in most cases, we also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until a medical professional health arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

3. Responsibilities

The Headteacher must see that appropriate first aid provision is made for their staff. This provision may be arranged by individuals or in conjunction with others as we often provided first aid cover for everyone using a building rather than for each group of staff.

Headteachers will, in most cases, also need to provide first aid cover for clients and visitors.

4. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we now use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

5. How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained in [First aid needs assessment guidance G608b](#).

6. Types of first aid personnel

First aid Policy

According to the findings of our first aid needs assessment, we will provide appropriate first aid personnel. The training of first aiders are described in [First Aid Training G608c](#). Schools have access to the recommended contract of NCC but are not obliged to use it.

Appointed person

The appointed person is Mrs Susie Rose. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary.

Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course. All our staff are trained in Emergency First Aid at work.

First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course. At Watlington CP School we have 2 First Aiders; this is reviewed as members of staff leave or join the school.

Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement. At Watlington CP School we have 2 members of staff qualified in paediatric first aid: this is reviewed as members of staff join and leave the school

8. First aid kits

The following list is what should be contained in kits for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work* available via the link on the PeopleNet/Schools'PeopleNet first aid page)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads

First aid Policy

- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

Travelling first-aid kits

As we take the children on school trips we have 2 travel first aid kits, these should have the following:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work* available via the link on the PeopleNet/Schools'PeopleNet first aid page)
- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

Medication

First aid does not include administering medication. We do not give out medication as part of our first aid treatment.

9. First aid rooms

First aid Policy

The school uses the disabled toilet where necessary for a first aid room; alternatively we use a space appropriate for attending to first aid.

10. Recording first aid treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

If an adult is injured or a child is taken to a Dr or hospital then this must also be recorded online via the Oshens System.

At Watlington CP School we use accident books with carbonised paper so that a record is sent home to inform parents that first aid has been administered.

First Aid Policy

Signed by

Headteacher _____

Date _____

Chair of Governors _____

Date _____