


# Whitby Heath Primary School



## First Aid Policy

<b>Policy written</b>	September 2012
<b>Agreed by Governors</b>	October 2022, Reviewed December 2023
<b>Next Review</b>	September 2024
<b>Head teacher</b>	Mr S Wright 
<b>Chair of Governors</b>	Mr N Lacey

## **1. INTRODUCTION**

1.1 First aid can save lives and prevent minor injuries becoming major ones. This policy outlines the first-aid arrangements in place at Whitby Heath Primary School.

## **2. FIRST AID PROVISION**

**2.1 At Whitby Heath, we provide appropriate equipment, facilities and trained first-aiders/appointed persons. At Whitby Heath, regular risk assessments are carried out to consider the likely risks to staff, pupils and visitors. We provide appropriate equipment, facilities and trained first-aiders.**

2.2 The First-aid provision is available at all times on the premises and also off the premises whilst on school visits.

## **3. FIRST AIDERS**

3.1 Mrs D. Bell is the designated First Aid lead, and in her absence Mr R. Biddle. Her role is to administer medicines through the school day as well as First Aid as required.

3.2 Mrs E. Williams (Deputy Headteacher), and in her absence Mrs C Ellison (SENCO) will oversee the provision of first aid around the school, ensuring the appropriate equipment is available and identify training for staff. She monitors the data of first aid administered and reports this each term to the Governors of the Building Health and Safety Committee. In addition, Mrs Williams will monitor and address any first aid concerns as necessary.

3.3 The majority of staff are trained, in both one and three day, as emergency first aiders. In addition, there are a minimum of 2 Paediatric First Aiders in EYFS trained across the phase including MDAs to cover lunch time supervision. Whitby Heath places a high value on first aid provision and seeks to keep up to date training.

## **4. FACILITIES**

4.1 Whitby Heath has a number of designated first aid areas which are accessed by children with adult supervision only. Located here are additional resources or equipment. Each classroom has a first aid bag which is regularly replenished. These are used outside during break duty when the class teacher is on duty and by the MDA during lunch time supervision. A first aid bag is also located in the hall - Children are not permitted to have access to these.

## **5. INFORMATION**

5.1 Staff are regularly updated of first aid requirements through staff meetings and one to one discussions as appropriate. In addition, first-aid notices are displayed in prominent places. First-aid information is a part of the staff and student induction.

## **6. EDUCATIONAL VISITS**

6.1 Each school trip will have a designated first aider. The school party will include a competent person to carry out first aid, either via a registered first aid course or the emergency aid course.

6.2 The leader will ensure all attending the trip has a consent form including permission to access emergency first aid from paramedics or hospital if deemed necessary. In the case of permission not being granted a discussion will be had with the Head Teacher who will make the decision for the individual to attend- this will be dependent on the risk to the individual, others, the position it places the staff leading the trip – a risk assessment will be undertaken and staff briefed.

6.3 On a local day educational trip the group leader or designated first aider will have a good working knowledge of first aid and will ensure that adequate first-aid supplies are taken.

6.4 Point 6.1 & 6.2 are particularly important on visits that involve adventurous activities, visits abroad or residential visits where the accommodation being used does not provide 24 hour first aid cover. Whitby Heath will endeavour to ensure a more experienced / trained First aider attends these trips. A more substantial first aid kit is taken on residential in addition to the small first aid bags.

## **7. REPORTING ACCIDENTS AND RECORD KEEPING**

7.1 All accidents should be reported but the level of detail recorded will depend on the severity of the incident. The records are collected by Mrs E Williams.

7.2 First aid incident requiring hospitalisation must be reported on PRIME online  
Reporting system operated by CWAC

7.3 A member of staff requiring First Aid whilst on the premises or on school related activities must be reported to the Lead First Aider / Head Teacher and reported on the PRIME site.

## **8. LEVELS OF KNOWLEDGE AND SKILLS NEEDED BY FIRSTAIDERS**

8.1 The main duties of a first-aider are to give immediate help to casualties with common injuries or illness and those arising from specific hazards at school, and to call an ambulance or other professional help. Appointed persons are not first-aiders. They should not give first aid treatment for which they have not been trained. An

appointed person, in the absence of a first-aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. At Whitby Heath due to the high number of first aid trained staff the first port of call would be a first aider. If one is not available the appointed person would be the HT.

The appointed person on an educational trip (day or residential) would be the Designated Leader of the trip and in their absence the Deputy Designated Lead need to be designated and their names should appear together with those of the First-Aiders on first aid notices.

- 8.2 First-Aiders and appointed persons are indemnified by the Council's insurance's which apply to all activities carried out by employees on behalf of the Council.

### **Selection and Training**

- 8.3 Staff who agree to become first-aiders have done so on a voluntary basis. First aiders need aptitude, communication skills and the ability to cope with stressful and physically demanding emergency procedures. At Whitby Heath the first aiders include non-teaching staff, as well as teachers, to ensure that teachers do not have to leave their class unattended to attend a first aid incident.

- 8.4 All the first-aiders must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. First-aid at work certificates are only valid for three years and first-aiders will need to attend refresher training and re-testing of competence before certification expires.

- 8.5 Mrs Williams maintains a record of first-aiders and certification dates and organises training as required.

## **9. Hygiene/Infection Control**

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood or other body fluids. Gloves are available to use when administering first aid. Located in the sick bay is a designated bin for first aid waste.

## **10. SUPPLIES**

First-aid bags are located in each classroom and in the hall. A larger box is available from the First Aid lead and is also taken on residential trips. These are all marked with the standard symbol of a white cross on a green background. The minimum stock of first-aid items would include:

- A leaflet giving general advice on first aid
- Two sterile eye pads
- Six safety pins.
- Four individually wrapped triangular bandages
- Disposable gloves.
- Twenty individual wrapped sterile adhesive dressings, assorted sizes.
- Six medium sterile individually wrapped sterile unmedicated wound dressings.
- Two large sterile individually wrapped unmedicated wound dressings.

10.1 Additional items that may be required are located in the Large First Aid Box include scissors, adhesive tape, individual moist wipes and disposable aprons.

10.2 **Tablets and medication should not be kept in first aid boxes – medication to be easily accessible are located in the appropriate classrooms in a clearly labelled box. Medication will be taken on activities out of class as appropriate**

10.3 Contents of first aid bags/boxes are regularly checked to ensure minimum levels are stocked by the Lead First Aider or other First Aiders.

## 11. RECORD KEEPING

Records of any first aid treatment given by first aiders and appointed persons. This should 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);
- Name and signature of the first aider or person dealing with the incident;
- If injury is a head bump ensure parents/guardian has been formally notified (e.g. head bump letter and message sent via ClassDojo).

## 12. SUMMARY

**Regular reviews of the school's first aid needs are undertaken to ensure that current provision is adequate. The review considers:-**

- How many first aiders are needed for your particular establishment, with consideration given to out of school hours

- Are the first aiders trained to the appropriate standard;
- Are there adequate facilities and supplies for carrying out first aid;
- Are all building users aware of the first-aid arrangements, especially out of hours users and new staff/pupils;
- Is first aid provision considered when arranging off-site activities/educational visits, especially adventurous activities, residential visits or visits abroad.
- Is first aid treatment recorded in the appropriate manner e.g. First aid book, pupil Minor Accident/Incident Report form, and/or Council Accident Report form for significant injuries, where a person attended hospital or is off for more than three working days.

### 13. **Controlled Drugs (Controlled by the Misuse of Drugs Act)**

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine.

A register of controlled drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time.
- the type of medication i.e., tablet/liquid and expiry date.
- two signatures for each dose of medicine given.

Two signatures for each time the medications are counted and checked. The second signature is a witness.