



Policy for: First Aid Policy		 
Date of policy:	December 2022	Committee: Health and Safety Committee
Next review:	December 2023 Review Period: 1 Year	

First aid policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Success Indicators

- a. Assessments of first aid provision required undertaken in all council workplaces.
- b. Line managers of teams who work in the community have assessed employees first aid requirements
- c. First aid training provided to the required level and frequency.
- d. First aid materials are provided and regularly checked and documented.
- e. Appointed persons designated and aware of their responsibilities

2. Legislation and guidance

This policy is based on the [S5.tatutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

[The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Current Government, Public Health England and HSE Guidance regarding Covid-19.

First Aid Policy sits within school safeguarding policies – reference Appendix 1 for list of school Safeguarding policies

3. Roles and responsibilities

Statutory Guidance: *In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.*

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 APPOINTED PERSON(S) AND FIRST AIDERS

A First Aider (FAW) is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. (See section on training for more details). Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the Headteacher to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

The school's identified and appointed a team of staff who work directly with children in school as a First Aid Team. School has identified a First Aid Training/CPD programme to support the First Aid Team. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix B)
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in appendix C. Their names will also be displayed prominently around the school.

School has 2 x Mental Health First Aiders accredited with MHFA England.

3.2 THE GOVERNING BOARD

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The governing body will determine each year the number and type of first aiders on the staff. They will use The Assessment of First Aid Provision, Appendix A, to assist in this determination.

3.3 THE HEADTEACHER

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix B) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

4. First aid procedures

4.1 IN-SCHOOL PROCEDURES

School First Aid Procedures are referenced Appendix D.

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the School Business Team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.1A FIRST AID ARRANGEMENTS AT INDIVIDUAL PREMISES

School Business Team are responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. These include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;

- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as Appendix C;
- adequate access to a telephone is always available to call emergency services when required;
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary;
- Managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- Staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid room is available when the need is identified;
- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- Records are maintained of: -
 - checking of first aid boxes;
 - All first aid administered must be recorded in the accident book appropriate to the child's year group. These are kept in the school medical room or in the Early Years classroom. Accident Slips are currently used to inform parents of First Aid Administered in school. School are working to amend by recording on Arbor and e-mail of accident sent to parents at end of school day – minor first aid treatment.
 - Incidents requiring additional medical advice (e.g. doctor or hospital) must also be passed to the Office Manager for further reporting to SCC

Visit leaders are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

Classteaching/Teaching assistants/Midday Supervisors are responsible for ensuring there is adequate provision of first aid equipment which is stored in suitable containers within the classroom and Concourse areas.

4.2 OFF-SITE PROCEDURES

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Class teacher/Education Visits Co-Ordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

4.3 ASSESSMENT OF FIRST AID REQUIREMENTS

A first aid assessment must be completed for all workplaces. The assessment procedure is as follows:

- The governing body in conjunction with the head teacher shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (HSF 16) shall be used to record the assessment.
- The Headteacher shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).
- The Headteacher will monitor the adequacy of first aid provision and revise as necessary.
- The Headteacher shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, line managers should undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit.
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.
- All County Council vehicles must carry a travelling first aid kit (this does not apply to County Council Lease Cars).

4.4 TRAINING OF FIRST AID PERSONNEL

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Refresher training	When revalidation is required	Revalidation Training
<i>HSE Approved First Aid at Work Certificate (FAW)</i>	<i>First Aiders</i>	<i>3 days (From October 2009)</i>	<i>Annual basic skills update 3 hours *Strongly recommended from October 2009</i>	<i>Before certificate expires (3 years from date of certificate)</i>	<i>2 day revalidation</i>
<i>HSE Approved Emergency Aid Certificate (EFAW)</i>	<i>Emergency First Aiders and Appointed Persons if deemed necessary</i>	<i>1 day</i>	<i>Annual basic skills update 3 hours *Strongly recommended from October 2009</i>	<i>Before certificate expires (3 years from date of certificate)</i>	<i>Repeat of original 1 day course.</i>

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first aid equipment and should ideally know how to use it, managers are strongly advised to consider the need for emergency first aid training for appointed persons.

4.5 PAYMENT OF FIRST AIDERS

A payment can be made to certified First Aiders (FAW) who are recognised by their establishment as being necessary to meet the minimum requirements identified by the assessment of first aid needs at the individual premises.

Payment will not be made where the job requires the job-holder to have a full First Aid at Work Certificate (i.e. first aid duties are in respect of service users, not staff) and/or where this requirement is demonstrably reflected in their grade. Payment will not be made to Appointed Persons or Emergency First Aiders (EFAW). Any queries relating to payment of First Aiders should be referred to Directorate HR units.

If an establishment has more certified First Aiders (FAW) than the minimum requirements identified by the assessment, it is a matter for the unit to determine whether it is prepared to recognise and meet the cost of paying any qualified first aider in excess of the identified minimum requirement.

Managers should consult with HR prior to deselecting anyone who is currently a first aider to ensure consistency of treatment throughout the county council.

4.6 INFECTION CONTROL

To minimise risk of infection whilst administering first aid (for example, from covid-19, hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. Staff must wear PPE provided by school when administering first aid to pupils to protect themselves and others from the risk of spreading/contracting infectious diseases. School will provide PPE protection packs for staff. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

5. First aid equipment

A typical first aid kit in school will include the following:

Contents	First Aid Boxes in School	Travelling First Aid Bag
A leaflet with general first aid advice	1	1
Contents List/Checklist	1	1
Handsanitiser	1	1
Roll bandages	2	1
Triangle bandages	2	1
Large Sterile Dressings	2	1
Assorted Waterproof Plaster	40	15
Gauze Pads	2	1
Microtape	1	1
Alcohol Free wipes sterile	20	10
Disposable gloves	10	5
Face Shield/ Resus aid	1	1
Tweezers	1	0
Scissors	1	1
Thermometer	1	0
Foil Blanket	1	1
Safety Pins	small pack	small pack
Eye Wash	1	0
Sterile Eye Pads	1	1
Clinical waste disposal kit	1	1

No medication is kept in first aid kits.

FIRST AID KITS ARE STORED IN:

- The medical room
- Reception (at the desk)
- The school hall
- The school kitchens
- Each Classroom
- KS1 and KS2 Concourse area (First Aid Kits and First Aid Bum Bags)
- Grab Bag – School Office
- School Office

Equipment	Location
Sick buckets / body spills (for use by all staff at any time)	All classrooms Medical room
First aid boxes	All classrooms Medical room KS1 concourse area KS2 concourse area School Office Grab Bag
First aid bum bags	KS1 concourse area KS2 concourse area
First aid – back up stock materials	Medical room
Pupil Medical Bags	Medical Room
PPE Protection Packs	All Classrooms Medical Room School Office SENCO Room Deputy Headteacher room Headteacher room Kitchen Hall Library Area

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each classroom should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, PPE Protection pack and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

Class Teaching Assistant and Class teachers will be responsible for ensuring their first aid class kits remain stocked as per Appendix 5. The contents must be restocked as soon as possible after use. The School Business Team will regularly (termly) inspect the contents of first-aid containers. A check list and a record sheet are kept with the First Aid box and are signed by the named person for each box each half-term after inspection (Appendix D). Sufficient supplies are held in a back-up stock on site, this is in the school's medical room. Care is taken to discard items safely after the expiry date has passed.

6. Record-keeping and reporting

6.1 LIABILITY

The County's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

6.2 LEGISLATIVE FRAMEWORK

- a. *The Health and Safety at Work Act*
- b. *The Management of Health and Safety at Work Regulations*
- c. *The Health and Safety (First Aid) Regulations*
- d. *HSE Approved Code of Practice & Guidance L74 – First Aid at Work*

Further background information on this topic is available on the following Website:

www.hse.gov.uk

6.3 FIRST AID AND ACCIDENT RECORD BOOK

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix B
- A copy of the accident report form will also be added to the pupil's educational record – Accidents recorded on Arbor Autumn Term 2021.
- Hardcopy Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.4 REPORTING TO THE HSE

The School Business Team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.5 NOTIFYING PARENTS

The School Business Team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a sustained injury results in marks being sustained school are to contact the parents to inform as soon as reasonably possible.

6.6 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher/DSL will also notify Staffordshire Local Children's Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix C).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Headteacher, Health and Safety Committee **Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Policy	Approved by (Relevant Governing Body/Committee)	Date Approval	Review Cycle	Date of Next Review
Staff Code of Conduct	FGB	Autumn Term 1	Bi- Annually	Autumn 1 2024
Preventing Extremism & Radicalisation Policy (school does not need to have a separate policy)	FGB	Autumn Term 1	Annually	Autumn 1 2023
Anti-Bullying (including cyber bullying indicators)	Curriculum & Standards	Autumn Term 1	Annually	Autumn 1 2023
Behaviour	Curriculum & Standards	Autumn Term 1	Annually	Autumn 1 2023
Behaviour written principles statement	Curriculum & Standards	Autumn Term 1	Annually	Autumn 1 2023
Positive Handling and Use of reasonable force (physical intervention)	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
Recruitment & Selection	FGB	Autumn Term 1	3 Yearly	Autumn 1 2023
Whistle-blowing	Personnel	Autumn Term 1	Annually	Autumn 1 2023
Staff Code of conduct	FGB	Autumn Term 1	3 Yearly	Autumn 1 2023
Educational visits	Premises , H & S	Autumn Term 1	Annually	Autumn 1 2023
Attendance and Punctuality	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
Safeguarding Policy	Premises , H & S	Autumn Term 1	Annually	Autumn 1 2023
Safe use of internet and E-safety	FGB	Autumn Term 1	Annually	Autumn 1 2023
School Workforce ICT Policy	FGB	Autumn Term 1	Annually	Autumn 1 2023
Health and Safety including site security	Premises , H & S	Autumn Term 1	Annually	Autumn 1 2023
Racial equality and Prevention of Racial Harassment	FGB	Autumn Term 1	Annually	Autumn 2 2023
Meeting the needs of pupils with medical conditions	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
Dignity and care	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
Mobile Phone Policy	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
First aid	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
Medical	Premises , H & S	Autumn Term 1	Annually	Autumn 2 2023
Child on Child Abuse Policy	Premises , H & S	Autumn Term 1	Annually	Autumn 1 2023
Sexual Harassment	FGB	Autumn Term 1	Annually	Autumn 1 2023

Appendix A

Staffordshire County Council – First Aid Policy Assessment of First Aid Provision

Establishment/Location: St Modwen's Catholic Primary School

Name of Assessor(s): Mrs C Salt (School Business Manager)

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?	✓		If the risks are significant you may need to employ first aiders. NB: where a risk is identified must be first aider present
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	✓		You will need to consider: <ul style="list-style-type: none">- specific training for first aiders- extra first-aid equipment- precise siting of first-aid equipment. Minster Cleaning, Slimming World, Sports Stars UK employees to have their own first aider.
3	Are there parts of the establishment with different levels of risk?	✓		You may need to make different levels of provision in different parts of the establishment. Roof & pond and risk assessment for parent drop off area
4	Have you had any accidents or cases of ill-health in the past 12 months?	✓		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none">- locate your provision in certain areas- review the contents of the first aid box.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	✓		You will need to consider: <ul style="list-style-type: none">- special equipment- local siting of equipment.
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		✓	You will need to consider provision in each building or on several floors. Individual risk assessments and care plans for children with specific needs in every classroom/office
7	Is there shift work or out-of-hours working?		✓	Remember that there needs to be first aid provision at all times that people are at work. When school is open to pupils, there is a first aider on site at all times.

8	Is your workplace remote from emergency medical services?		✓	You will need to: - inform local medical services of your location - consider special arrangements with the emergency services.
9	Do you have employees who travel a lot or work alone?	✓		You will need to consider: - issuing personal first aid kits and training staff in their use. See lone working policy – check H&S policy
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	✓		You will need to make joint arrangements with the other site occupiers. Copies of H&S policies to go with risk assessment plus any individual risk assessments.
11	Do you have any work experience or other trainees?	✓		Your first aid provision must cover them. Included with current cover
12	Do members of the public visit your premises?	✓		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers. First aid covers pupils but doesn't specifically provide for others
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?	✓		You may need to employ first aiders – see table 2 below. One member of staff hold a current First Aid at Work Certificate – School Business Manager One member of staff to hold current Mental Health First Aid (MHFA) qualification
14	Is a first aid room required?	✓		In Place

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p>50-100: at least one first aider.</p> <p>More than 100: one additional first aider for every 100 employed.</p>

Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p>Fewer than 5: at least one appointed person.</p> <p>5-100: At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>
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The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	Min	Actual No.		Min	Actual No.
Qualified First Aid at Work Level 3	1	2	Qualified Emergency Paed First Aiders	6	18
Appointed Persons	1	4	First Aid Boxes	6	20
First Aid Room	1	1	Eye Wash Bottles	1	1
Travelling First Aid Kits	2	4	Paediatric first aiders	6	19

School also has a qualified Mental Health First Aider.

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature of Assessor(s): Carol Salt

Date: 13.8.2021 **Review Date:** September 2022

Appendix B

Staffordshire County Council

First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Contents	First Aid Boxes in School	Travelling First Aid Bag
A leaflet with general first aid advice	1	1
Contents List/Checklist	1	1
Handsanitiser	1	1
Roll bandages	2	1
Triangle bandages	2	1
Large Sterile Dressings	2	1
Assorted Waterproof Plaster	40	15
Gauze Pads	2	1
Microtape	1	1
Alcohol Free wipes sterile	20	10
Disposable gloves	10	5
Face Shield/ Resus aid	1	1
Tweezers	1	0
Scissors	1	1
Thermometer	1	0
Foil Blanket	1	1
Safety Pins	small pack	small pack
Eye Wash	1	0
Sterile Eye Pads	1	1
Clinical waste disposal kit	1	1

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

Sterile Eye Wash – individual pods of sterile eye wash are kept in the cupboard in the medical room.

Appendix C: list of appointed person(s) for first aid and/or trained first aiders – School Business Team

Staff member's name	Role	First Aid Qualification/Date
Andrea Sherratt	Headteacher	Level 3 First Aid in the workplace – July 2021
Carol Salt	School Business Manager	Level 3 First Aid in the workplace – July 2021 HSE First Aid at Work Approved Certificate Mental Health First Aid (MHE Qualified) October 2019
Leigh Roberts	School Business Admin Officer	Level 3 – Pediatric First Aid – December 2018 – Expiry December 2021
Amy McCallum	School Business Admin Officer	Level 3 – Pediatric First Aid – December 2018 – Expiry December 2021
Christena Nolan	School Business Admin Officer	Level 3 – Pediatric First Aid – January 2019 – Expiry January 2022

Pediatric First Aiders Across School

Name
Mrs Robson
Mrs Wagstaff-Morris
Mrs Cooper
Mrs M O'Brien
Mrs G Arnold
Mrs Furniss
Miss I Inwood
Mrs Kosinska
Mrs Westwood
Mrs Makson-Klepacz
Mrs C Nolan
Mrs L Roberts
Mrs Pratt
Miss N Inwood
Mrs J Hollywood
Mrs C Thompson
Mrs A Swinson
Mrs T Joyce
Miss M Woods
Mrs P Elson
Miss S Budd
Mrs A Simpkins
Miss Z Mallinson

Half Termly First Aid Checklist

First Aid Box Number _____		Location: _____		
Contents	Quantity Required	Autumn Term	Spring Term	Summer term
First Aid manual	1			
Contents CheckList	1			
Handsanitiser	1			
Roll Bandages	2			
Triangle Bandages	2			
Large Sterile Dressing	2			
Assorted waterproof plasters	40			
Gauze pads	2			
Microtape	1			
Alcohol Free Sterile wipes	20			
Disposable gloves	10			
Face shield/ resus aid	1			
Tweezers	1			
Scissors	1			
Thermometer	1			
Foil Blanket	1			
Safety Pins	small pack			
Eye wash	1			
Clinical body waste kit	1			
Checked by				
Date Checked				



Advice for first aiders

As a first aider, in addition to high quality clinical skills, to be effective you need to:

1. Be aware of the risks to yourself and others
2. Keep yourself safe
3. Give early treatment
4. Keep yourself informed and updated
5. Remember your own needs

In the current climate with the prevalence of the COVID-19 pandemic, these skills become even more important and here is how you can apply these skills when managing a first aid incident.

School guidance

1. Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

2. Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR.



St Modwen's Catholic Primary School –



Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.
- Use PPE provided by school to protect yourself and others

3. Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively. School has provided all classrooms with a PPE Protection pack.


4. Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

5. Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself. **Mental First Aider: Carol Salt**



First Aid Triage Process – Child Accidents		
Covid 19		
Review:	29.5.2020	
Date introduced:	Autumn Term 2019 (4.9.2019)	
Next review:	Autumn Term 2021	School Senior Leadership Team
(Review Period 1 Year or following a major Accident which requires Hospital treatment))		

Child has an accident during school day

Triage 1 –

completed by
'Bubble Group' First
Aid trained staff on
duty

Incident can be dealt with in school:

Incident is dealt with by member of staff in child's 'Bubble Group' on duty who are First Aid trained. Accident Book completed.

Member of staff to wear PPE provided if face to face contact required or dealing with open wounds

Minor accident – no broken skin:

If child has received minor bump/scrape and there is no broken skin/blood/suspected physical injury i.e. wet paper towel/cold compress/ quiet sit down for a few moments.

Please remember social distancing rules

Where possible deal with minor accidents in designated 'Bubble Group Area'

Triage 2 –

completed by
School Business
Team/AP (if
Ambulance
required)

Incident requires Hospital Treatment

Bubble Group staff on duty please also inform A Pratt and School Office (walkie talkie), so parents/carers can be contacted, Ambulance called and Incident reported on SLN

Medical Room: If child requires medical attention from Medical Room please:

- Staff to wear PPE, Gloves before entering (as unable to social distance/small space)
- Turn sign on door to 'Clean me'
- Inform School office that room has been used so other Bubble groups can be informed
- Clean surfaces touched with antibacterial spray on leaving

