CHRIST THE KING PRIMARY SCHOOL

FIRST AID POLICY

This policy should be read in conjunction with the following documents:
Safeguarding & Child Protection Policy, Health and Safety Policy, Health and Hygiene

Approved by the Governors: Jan 2023

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Review Date: Jan 2025

First Aid Policy

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

Teachers and other staff in charge of pupils are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. Staff should send for help as a priority and remember First Aid is designed to preserve life. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Teachers and other staff agree to become first-aiders on a voluntary basis. The role can be stressful and the Headteacher recognises the right of volunteers to withdraw.

2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require the school to carry out a risk assessment to determine what first aid facilities and personnel are necessary to meet the needs of our school. An assessment of first aid needs has been recorded as part of the school's risk assessment process. We are also required to review this assessment periodically to ensure that current provision is adequate. To comply with these Regulations, our assessment has considered a number of factors, including the following:

- Numbers of staff and pupils
- Type of school
- Building layout
- Adequate provision to cover staff absences.
- Staff or pupils who have specific health conditions.
- Educational visits and off-site activities.
- Past history of accidents and incidents.
- The needs of travelling, remote and lone workers.

There is non-statutory guidance provided by the Department for Education for English schools – First aid in schools, early years and further education.

3. Objectives

To ensure the appropriate provision of first aid to the school community throughout the school day; to include:

- a rolling programme of first aid training
- the accurate maintenance of training records
- suitable & sufficient first aid provision is maintained and always available for first aiders
- the recording of accident and incidents
- the routine monitoring, evaluation and review of the school's first aid provision.

4. First Aid Personnel

The school's designated persons for the day-to-day operation of first aid arrangements is the Headteacher, or Deputy Head Teacher.

When selecting someone to undertake training for the role of first aider, the following factors will be taken into consideration:

- reliability, disposition and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- normal duties should be such that they may be left to go immediately and rapidly to an emergency.

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

Adequate numbers of first aiders, emergency first aiders, paediatric or appointed persons must be provided to cover illness and annual leave, and to cover the whole of the working day.

- First Aiders
  Staff who have undertaken a three day (18 hour) approved training course and final assessment. The certificate lasts for three years, with a two-day refresher training course after three years.
- Emergency First Aiders
  Staff who have undertaken a one-day Emergency First Aid at Work course which covers basic emergency response. The certificate lasts for three years.
- Paediatric First Aiders
  Teachers and classroom assistants of Early Years Foundation Stage (EYFS) pupils who have undertaken the paediatric first aid course, mirroring the guidance of the Department for Education Statutory Framework for English schools. The certificate lasts for three years.
- Appointed person
  There is no requirement for training for an appointed person, where the risk assessment identifies that no first aider is necessary.

The school will ensure a rolling programme of first aid training to incorporate refresher training every three years. The school's nominated first aid training provided is St Johns Wales.

Furthermore, the school will ensure any additional information and training as appropriate to common conditions that can affect pupils, namely

- Diabetes.
- Asthma.
- Epilepsy.
- Anaphylactic Shock.
- Fractures and dislocations.

5. First aiders responsibilities

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

- Assess the situation quickly and calmly to get an understanding of what happened. This involves determining whether anyone is in danger, the cause of the situation, and how many people are affected.
- Comfort, reassure, stay calm and take charge. You should introduce yourself to the casualty, explain what's happening and why, and explain what you're going to do before you do it.
- Protect yourself and the casualty from any danger. You should always protect yourself first and only move the casualty if leaving them would cause more harm. If you are unable to make an area safe, call 999 for emergency help.

- Prevent infection between you and them. You should wash your hands or use hand sanitiser, wear disposable gloves, and not cough or sneeze over a casualty.
- Assess the casualty. If there are multiple casualties, you must help those with life-threatening injuries or conditions first.
- Give first aid treatment, such as CPR or applying pressure to bleeding wounds. Life-threatening injuries and conditions must be prioritised before giving treatment to less serious cases.
- Arrange for the right kind of help. Call 999 for an ambulance if it's serious or take/send them to a hospital if it's serious but unlikely to get any worse. For less serious conditions, suggest they see a doctor if they are concerned or if the condition worsens. You should always stay with them until you can leave them in the right care.

Appointed persons are responsible for:

- taking charge of the school's first aid arrangements
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Information on the current first-aider/appointed person will be provided on the staff notice board and the noticeboard in the office.

The school has the following First Aid at Work trained staff:

Hannah Daley – certificate expires 30/06/2024

Ricky Newman – certificate expires 30/06/2024

Rachel Whitehurst – certificate expires 25/05/2024

Sara Evans – certificate expires 25/05/2024

6. First Aid Facilities & Equipment

The contents of first aid boxes need to be maintained by first aiders or the appointed person. The contents of first aid boxes should be examined frequently and should be replenished as soon as possible after use. Expiry dates of first aid materials should be checked and items beyond this date should be discarded.

Whilst there is no mandatory list of items that should be included in the school first aid provision, British Standard (BS) 8599 first aid kits are recommended in the workplace. No medications should be stored within a first aid box.

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The Outdoor Education Advisers' Panel (OEAP) (https://oeapng.info/) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements. All staff on visits out of school are expected to carry a travel first aid kit, with them at all times. This needs to be checked before leaving the school.

The designated location of first aid equipment is:

- School's main office
- Year 1 / 2 corridor
- Year 4
- Year 5
- Reception classroom

7. General Arrangements

The school acknowledge that first aid arrangements will only operate efficiently where they are understood, both by staff and others who may be working on school premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff during induction.

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an accident form is completed.

NHS telephone support

- NHS 111 can help if there with an urgent medical problem, that is not an emergency issue, and a first aider is not sure what to do.
- NHS 112 connects to the same services as 999 and works in exactly the same way.

8. Pupil accidents and incidents

The school will ensure that:

- parents are contacted when pupils have an illness that prevents them from remaining in school
- parents are contacted if a pupil has an accident or incident at school that the parent needs to be aware of
- parents are contacted when further medical attention may be required
- parents are contacted if a pupil sustains a force to the head, and arrangements may be made for the pupil to be collected.

9. Pupils travelling in an ambulance

Safeguarding arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

10. Children with Medical Needs

The school will aim to ensure there are measures in place to identify any persons who may require specialist first aid treatment due to health condition e.g., diabetes, epilepsy etc. This may necessitate specialist first aid training and arrangements relating to such medical conditions. The school has a separate Administration of Medicine Policy.

11. General hygiene precautions

If a patient is bleeding or spillages need to be cleared up after an incident, a bodily fluids kit or similar will be used. Plastic or rubber gloves and plastic apron should be worn. The gloves and apron should be disposed of in a plastic bag, which should be knotted and put in another plastic bag, which is also knotted. Gloves should be removed by peeling inside out and dropping in the bag.

12. Reporting accident and incidents to parents / Cardiff Council

The school will text the parent, carer or guardian via Parent Mail to advise them of any accidents and incidents to their child. If staff feel that a child needs to be checked by a parent/carer then a phone call home will be made.

When required, the school's pupil accident form should be completed within the Accident, Incident & Illness Report Form Book. A copy will be sent home with the pupil where appropriate and a copy filed.

If an accident needs to be reported to Cardiff Council the appropriate form for completion and submission to the Local Authority can be found in the school office - see appendix 1.

When required, completed accident & incident forms should be sent, within 48 hours of the incident to:

SchoolsAccidentsHandS@cardiff.gov.uk

13. Hiring the school facilities

Private organisations hiring the school facilities are responsible for ensuring they have their own arrangements for the provision of first aid, unless the school agrees to provide cover for such periods. Organisations registered with the Care Inspectorate Wales (CIW) for sessional day care (e.g., paid-for after-school club or wrap-around provision) are required to ensure that at least one person caring for the children has a current qualification in paediatric first aid. In calculating the ratio of adults to children, the ratio of trained persons to children should never fall below 1:10.

14. Automated external defibrillator (AED)

Location of nearest automated external defibrillator (AED) is: Pentwyn Leisure Centre & Pentwyn Business Centre

15. Data Protection of accident & incident records.

The information provided on accident & incident reports will be processed in line with the Data Protection Act 2018 for the fulfilment of our legal obligations under the Health and Safety at Work Act 1974. Injured persons information will be treated as confidential however, it may be shared with other organisations when required by law.

For further information on how Cardiff Council manage personal data, please view our privacy policy via the following link: https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx

Date of next review

Signed:

Headteacher

Signed:

Chair of Governors
Date:

Appendix 1

ACCIDENT REPORT FORM

Completed forms should be sent, **within 48 hours of the incident** to:
SchoolsAccidentsHandS@cardiff.gov.uk
Health & Safety Dept, Room 452, 4th Floor, County Hall, Cardiff CF10 4UW

CARDIFF
CAERDYDD

Form completed by:	Name:	Date: ___ /___/____
Job title:		Time: ____:____ am/pm

INJURED PERSON

Full name:		Male ☐	Female ☐
Date of Birth:	_____ /_____/_____	Home Address:	
Tel. No:		Town:	Postcode:

☐ CC Employee	☐ Pupil	☐ Service User / Client	☐ On work experience/training
☐ Agency Worker	☐ Contractor	☐ Member of public	

If the injured person is an employee, provide:			
Directorate:		Service Area:	
Occupation:		Line Manager's Name:	

DETAILS OF ACCIDENT / INCIDENT

Date of occurrence:	___ / ___ /_____	Time of occurrence:	____:____ am/pm

Where did the incident happen:

On an CC site	**Yes** ☐	**No** ☐	
Site Name / School / Address			
Specific location of incident: *(Be as precise as possible)*			

Brief details of the incident:

NB Include what was being done at the time, what happened, who was involved, details of any vehicles/equipment involved and details of ground conditions. If incident was not witnessed, state who said/saw what

Continue on additional sheet if required

Area checked for defects (required): Yes - *detail defects found or state "none found" (please photograph and retain)*

Was any personal protective equipment being worn at the time of the incident? Yes ☐ No ☐

If yes, what?

Weather conditions at time of incident, or shortly before (if incident occurred outdoors)

ABOUT THE INJURY

Injury Type

☐ None	☐ Concussion	☐ Fracture
☐ Abrasion	☐ Crush	☐ Graze
☐ Allergic reaction	☐ Cut/Laceration	☐ Internal bleed
☐ Asphyxia/Poison	☐ Dislocation	☐ Splinter
☐ Bruise/Contusion	☐ Electric shock	☐ Sprain/Strain

Body Part

☐ Left Side	☐ Right Side	
OF THE INJURED PERSON		
☐ Ankle	☐ Face	☐ Leg
☐ Arm	☐ Finger	☐ Neck
☐ Back	☐ Foot	☐ Shoulder

☐ Burn/Scald	☐ Foreign Body	☐ Stab / puncture		☐ Chest	☐ Hand	☐ Toe
☐ Other, (state)				☐ Ear	☐ Head	☐ Trunk
☐ Violent Incident	**Also complete an ALERT incident Form**			☐ Eye	☐ Knee	☐ Wrist
☐ Multiple injuries / locations				☐ Other (state)		

FIRST AID TREATMENT AND POST-INCIDENT ACTIONS			
Was first aid treatment administered?	Yes ☐	No ☐	If yes, by whom?
Was resuscitation required?	Yes ☐	No ☐	
Outline of first aid treatment given:			
Did the injured person report sick / go home?	Yes ☐	No ☐	

INJURED PERSON'S DECLARATION

I certify that, to the best of my knowledge, these details are correct.

Name: _____ Signature: _____ Date: / /

INVOLVED PERSONS: *Please continue on separate sheet if required*			
Name:		Type of involvement:	Witness ☐
Address:			Assailant ☐
			Relative ☐
			Other ☐
		If 'other' please state nature of involvement:	
Signed:	Date: / /		

INCIDENT SEVERITY

Employee

Fatality	Specified See Accident Reporting Policy for details	Known to cause >7 days' incapacitation	Known to cause >3 days' incapacitation	Minor / superficial injury causing <3 days incapacitation	Ill health	No actual injury, but had potential to cause fatal or specified and/or multiple injuries
☐	☐	☐	☐	☐	☐	☐

Pupil / Service User / Member of the public

Was injured person taken <u>directly</u> from incident location to hospital <u>for treatment?</u>	Yes ☐	No ☐
Was injured person (or guardian thereof) advised to go to hospital for treatment?	Yes ☐	No ☐

INCIDENT INVESTIGATION

Please provide details of any accident investigation carried out and any corrective actions taken.

Please note – anything more than a minor injury accident requires a full investigation form to be completed.

Site Manager / Head Teacher Name: _____ **Signature:** _____

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Guidance Notes on the recommended minimum level of first aiders

It is recommended that there is at least one First Aid at Work (FAW) qualified first aider for every 100 persons. The total number of staff, pupils and visitors who are likely to be present at the school at the same time should be considered for determining the number of first aid trained staff required.
In addition to this, it is recommended at least one member of staff in each class/area with children under the age of 8 receives additional paediatric first aid training. For example, a school with 250 pupils and 25 staff with 1 nursery and 3 Foundation Phase classrooms:

- Recommended **minimum** number of FAW qualified first aiders = 3
- Recommended **minimum** number of staff with paediatric first aid= 4