



First Aid Policy

INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to children, staff, parents and visitors and the procedures in place to meet that responsibility. The policy has been drawn up using guidance from Norfolk County Council.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

PERSONNEL

The executive leadership team is responsible for putting the policy into practice and for developing detailed procedures. The policy and information on the School's arrangements for first aid are made available to parents upon request. Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person (**Sharon Richardson for Holt Road and Leisa Westlake for Mill Lane**) will:

- Take charge when someone is injured or becomes ill
- Ensure that a member of staff looks after the first aid equipment eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

All First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first-aiders the executive leadership team will consider the person's:

- Reliability 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. A first aider must be able to leave to go immediately to an emergency.

PROCEDURES

Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer. Recommendations on measures needed to prevent or control identified risks are forwarded to the Appointed Person ([Sharon Richardson or Leisa Westlake](#)).

Re-assessment of first-aid provision

As part of the School's annual monitoring and evaluation cycle

- the Executive Team reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- the Appointed Person monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Appointed Person also monitors the emergency first-aid training received by other staff and organises appropriate training
- the Appointed Person ensures that the checks the contents of the first-aid boxes have taken place termly.

Providing information

The Head Teacher will ensure that staff are informed about the School's first-aid arrangements by providing information packs for new staff as part of their induction programme. They will also give all staff information on the location of equipment, facilities and first-aid personnel in the staff handbook.

PROVISION

The Head Teacher considers the findings of the risk assessment in deciding on the number of first-aid personnel required. The school is a medium risk environment. In particular we consider:

- School trips
- Adequate provision in case of absence, including trips
- Out-of-hours provision eg clubs, events

First aiders

The recommended number of certified first-aiders is one per 100 pupils/staff. [Please see appendix for named first-aiders.](#)

Appointed person

The school should appoint at least one Appointed Person.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

First Aid at Work persons will undertake specialist four-day emergency first-aid training.

Paediatric First Aid persons will undertake specialist 2-day emergency first-aid training.

First-aid materials, equipment and facilities

The Head Teacher must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available. All first-aid containers must be marked with a white cross on a green background. First aid containers are to be kept near to hand washing facilities. Spare stock is kept in school. The Appointed Person is responsible for ensuring that the first aid boxes are restocked.

Accommodation

The Head Teacher must provide a dedicated area for medical treatment and care of children during school hours. This should be close to a lavatory and contain a washbasin.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

Reporting Major accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Administrator keeps a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to
 - any school activity, both on or off the premises
 - the way the school activity has been organised and managed
 - equipment, machinery or substances
 - the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Appointed Person is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer. The Head Teacher/Administrator, must complete a RIDDOR Form (found in the H&S Incident reporting folder in the school office) and post / email it to Paul Commins, Health and Safety Advisor, Level 4 Carrow House, County Hall, Norwich. (paul.commins@norfolk.gov.uk)

Record keeping

Statutory accident records: The Appointed Person must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met. The Head Teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident
- the name of the injured or ill person
- details of their injury/illness and what first aid was given
- name and signature of the first aider or person dealing with the incident.

Parents are informed of any significant incident.

Monitoring

Accident records can be used to help the Head Teacher and Health and Safety Officers identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Head Teacher should establish a regular review and analysis of accident records. This is done annually at the same time as the revision of this policy.

April 2024 – Review Annually



**First Aiders
Holt Road
2023-24**

Paediatric first aid (2 days)

Mrs Richardson – Secretary (expires 30/11/2026)
Miss Manley – Teaching Assistant (expires 22/3/2025)
Mrs Ward – Teaching Assistant (expires 22/3/2025)
Mrs Cox – Teaching Assistant (expires 9/3/2025)

First aid at work (2 days)

Mrs Richardson - Secretary (expires 05/01/2025)

Emergency first aid in schools (1 day)

Mrs Gannon – Teaching Assistant (expires 3/1/2025)
Mrs Gulley – Cover supervisor (expires 3/1/2025)
Mrs Ward – Teaching Assistant (expires 3/1/2025)
Miss Baxter – Teaching Assistant (expires 3/1/2025)



**First Aiders
Mill Lane
2023-24**

First aid at work (4 days)

Mrs Cooke

Annual refresher 1 – due 04/07/2024

Annual refresher 2 – due 04/07/2025

Requalification – due before 04/07/2026

Emergency First Aid at Work L3 (VTQ)

Dionne Cornish (expires 02/09/2024)

First response

Carin Pratt (expires 19/02/2026)

Paediatric first aid (2 days)

Miss Arnup (expires 24/01/2026)

Emergency first aid in schools (1 day)

Lisa Billig (expires 09/02/2027)

Sarah Baxter (expires 3/1/2025)

Pip Crabtree (expires 7/11/2025)

Maria Potter (expires 02/02/2027)

Emma Silvester (expires 3/1/2025)

Jo Spall (expires 09/02/2027)

Fiona Tassell (expires 16/02/2027)

Leisa Westlake (expires 8/11/2024)

Rachel Watts (expires 2/9/2024)