



First Aid Policy

Date of Policy Issue / Review	May 2023
Review Cycle:	3 yearly max
Name of Responsible Manager	Mr A Clarke
Name of First Aid Co-ordinator	Mrs S Burton

FIRST AID POLICY

Policy Statement

Denmead Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at DENMEAD JUNIOR SCHOOL is held by Mrs Samantha Burton who is the Qualified First Aid Person and Mrs Lorraine Connett who is also a Qualified First Aider at Work.

Responsibility for checking that first aid is appropriately resourced is held by our First Aid Co-ordinator, Mrs Jo Davis.

Responsibility for first aid at Denmead Junior School is held by the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site-attached.
- Ensuring that there is a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training	
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The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment (see risk assessment file) and that they are adequately trained to meet their statutory duties.

Qualified First Aid Staff

Appointed Persons: Mrs Samantha Burton – First Aid at Work – November 2025

Appointed Persons: Mrs Lorraine Connett – First Aid at Work – November 2025

Mrs Joy Painting – Level 3 Award in Emergency Paediatric First Aid – June 2024

Miss Lauren Shute - Level 3 Award in Emergency Paediatric First Aid – June 2024

The Appointed Persons are qualified to undertake first aid duties which do not require a fully qualified first aider including looking after equipment/facilities and calling the emergency services

An appointed person is someone who has attended at least a two day HSE approved course.

Whole Staff Training:
Arranged for June 2023

First Aid Provision	
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The school office and medical room are designated as the first aid rooms for treatment, sickness and the administering of first aid. These rooms between them will have the following facilities:

- Bench with blankets and pillows
- Hot and cold running water
- Medical waste disposal facilities
- First aid kit disposables as described on form CSAF-003 attached
- Easy access to a telephone

It is the responsibility of the First Aid Co-ordinator, currently Mrs Jo Davis to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in a file marked 'First Aid' kept in the school office.

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance or 111.

The first aider/appointed person is always to call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness

The first aider/appointed person is always to call an ambulance or 111 on the following occasions:

- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to notify parents of their child's accident if:

- it is considered to be a serious (or more than minor) injury
- it requires significant first aid treatment
- is a facial or head injury
- it requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Specific Procedures	
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Head Injury

Where a child has sustained a head injury then the following procedures will apply:

- The adult first dealing with the injury will assess whether they will need further advice and support from a qualified first aider
- A cold compress is to be applied to the affected part of the head; usually an ice pack
- A cold compress is to be applied to the affected part of the face; either an ice pack or wet cloth
- Child to be monitored for a period of time – usually up to 30 minutes
- Incident to be recorded in the medical/accident book
- Medical/accident book to be returned to the office at end of every session so further actions can be taken, ie, communication
- ‘Bumped head’ sticker and wrist band to be given to child
- Where a child is deemed well enough to return to school activities then he/she is given a ‘bumped head’ sticker and wrist band so that anybody coming into contact with that child is aware that the child has sustained an injury and therefore is more vigilant in dealing with possible symptoms of concussion
- Before a call is made, an appointed first aider will check on the child
- Parents are given a courtesy call, in addition to the bumped head sticker and bumped head wrist band, with a simple message being left if direct contact is unable to be made

Infection Control

First aiders who have cuts or grazes should apply a waterproof dressing to these injuries. Alternatively, where possible, ask another first aider to undertake your duties.

All first aiders are to wear suitable disposable gloves when dealing with blood or any other body fluids. Latex free gloves are used to negate the possibility of an allergic reaction by first aider or patient.

Use suitable eye protection and a disposable plastic apron where splashing is possible.

Use devices such as face shields when you give mouth to mouth resuscitation but only if you have been trained to use them.

Personal hygiene should always be considered and it is recommended that hands are washed thoroughly after each procedure.

Dealing with body fluids

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately. Significant spillages should be dowsed with the ‘emergency spillage compound’ which can be found in the locked site manager’s office. Staff who are involved in cleaning up these spillages are to wear suitable protective clothing; gloves as a minimum.

When spillages occur, clean using a product that combines both a detergent and a disinfectant. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste. A spillage kit is available for blood spills, found in the main first aid supply cupboard, located in the staff room.

All used dressings, swabs, and used sick bowls are to be disposed of in the medical room waste bin. This waste is classed as clinical waste and will be disposed of appropriately.

Sharps

If a sharp is discovered a member of staff is to notify the school office immediately. If the item is in a location likely to cause risk to others it should be guarded until safe removal can be arranged. The object should not be touched or tampered with.

Discovered sharps, blades, syringes and needles should be removed to a safe and secure place prior to final disposal.

Direct contact with discarded items should be avoided and protective measures taken; use suitable gloves, bucket and spade where appropriate.

If a sharps related injury occurs, the following procedures should be followed:

In the case of cuts and puncture wounds, encourage the wound to bleed out, do not suck or rub the wound.

With all wounds, wash the area thoroughly with soap and running water and cover the injury with a waterproof dressing.

All sharps injuries should be reported immediately to the Headteacher, whether or not they involve contaminated material. These will be reported following the school's accident procedures.

Within 24 hours of sustaining the injury, the individual must contact the Accident and Emergency Department or their GP for advice.

(Adopted from HCC guidance)

Records	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc.)
- Treatment provided and action taken

Children's Minor Injuries

The above information will be recorded in the accident book located in the medical room.

Children's Significant Injuries

Anything other than a minor injury will be recorded on a School Accident Report Form and stored in the Accident Report Forms folder stored in the school office. These will be reported to the Health and Safety Committee at their next meeting.

Adult Accidents

Will be recorded in the Accident Book Report Form.

Children's Services guidance will be followed at all times when reporting accidents.

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-002

First Aid Needs Assessment Form

General guidance to assist you with the completion of this form is located at the end of the form

Assessment of First Aid Needs		
No.	Aspects to Consider at Your Premises	Impact on First Aid Provision (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>If the risks are significant, you may need to employ first aiders.</i>
2	Are there any specific risks? eg. work with hazardous substances, dangerous tools, dangerous machinery etc	<i>Consider: specific training for first aiders; extra first aid equipment; precise siting of first aid equipment; informing emergency services; first aid room.</i>
3	Are there different parts of the premises where different levels of risk can be identified?	<i>You will probably have to make different levels of provision in different parts of the premises.</i>
4	Are large numbers of people employed on site?	<i>You may need to employ first aiders to deal with higher probability of an accident.</i>
5	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>You may need to: locate your provision in certain areas; review the contents of first aid box.</i>
6	Are there inexperienced workers on site or employees with disabilities or special health problems?	<i>You will need to consider: special equipment; local siting of equipment.</i>
7	Are the premises spread out or are there several buildings or multi-floors?	<i>You will need to consider provision in each building or in several floors.</i>
8	Is there shift work or out-of-hours working?	<i>Remember that there needs to be first aid provision at all times when people are at work.</i>
9	Is your workplace remote from emergency medical services?	<i>You will need to: inform local medical services of your locations; consider special arrangements with the emergency services.</i>
10	Do you have employees who travel a lot or work alone?	<i>You will need to: consider issuing personal first aid kits & training staff in their use;, consider issuing personal communicators to employees.</i>
11	Do any of your employees work at sites that are shared or occupied by other employees?	<i>You will need to make arrangements with other site occupiers.</i>
12	Do you have any work experience trainees?	<i>Remember that your first aid provision must cover them.</i>
13	Do members of the public visit your premises?	<i>You have no legal responsibilities for non-employees, but the HSE strongly recommends that you consider them in your first aid provision.</i>
14	Do you have any employees with reading or language difficulties?	<i>You will need to make special arrangements to give them first aid information.</i>
15	Do not forget that first aiders and appointed persons take leave & are often absent from the premises for other reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.	

Summary of Required Actions					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
First Aid Needs Assessment Completion					
Name of Assessor		Signature of Assessor		Assessed Date	

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

To be completed using Children's Services Safety Guidance Procedure No. 08/07 (First Aid)

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		
Additional Checks				
1	Are all items of first aid within expiry date?	YES	NO	
2	Are all items of first aid in good, undamaged condition?	YES	NO	
3	Is the first aid kit/box in good condition & undamaged?	YES	NO	
4	Is the location of the first aid kit/box clean and accessible?	YES	NO	
5	Is the first aid location sign present & in good condition?	YES	NO	
6	Is the list/sign of trained first aiders present & up-to-date?	YES	NO	
Summary of Actions				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES	NO	
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES	NO	
Name		Signature		Date

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance
Required Quantity – Your own contents requirements based upon your selected size of first aid kit

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

To be completed using Children's Services Safety Guidance Procedure No. 08/07 (First Aid)

First Aid Kit Checklist				
Location of First Aid Kit/Box		Changing Room		
Identity No. of First Aid Kit/Box (if applicable)		Lunchtime/Breaktime Box		
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider		Mrs Jo Davis		
Contents Check				
No.	Premises First Aid Box	Minimum Required		Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	2		
5	Individually wrapped sterile unmedicated wound dressings	6		
6	Micro-pore tape	1 roll		
7	Pair of disposable gloves	2		
8	Bumped Head Stickers	1 Page		
9	Bumped Head Wristbands	10		
10	Ice packs	2		
11	Dry cloths	1 pack		
12	Sterile dressings	2		
13				
14				
15				
Additional Checks				
1	Are all items of first aid within expiry date?	YES		NO
2	Are all items of first aid in good, undamaged condition?	YES		NO
3	Is the first aid kit/box in good condition & undamaged?	YES		NO
4	Is the location of the first aid kit/box clean and accessible?	YES		NO
5	Is the first aid location sign present & in good condition?	YES		NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES		NO
Summary of Actions				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES		NO
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES		NO
Name		Signature		Date

Date	Time	Pupil	Where	Accident	Head Bump	Initials