



First Aid Policy

Policy approved and adopted: June 2018

Review date: June 2021

Name of Responsible Manager / Headteacher	Tracey Hickie
Signature of Responsible Manager / Headteacher	<i>T. S. Hickie</i>

Policy Statement

Cove 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 Cove Junior School is held by Tracey Hickie who is the Responsible Manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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

Aims & Objectives

To comply with the HCC policy the Headteacher / Responsible Manager shall ensure that:

- A first aid needs assessment is carried out
- A sufficient number of first aid personnel are appointed
- Sufficient first aid kits are available
- All first aid activities carried out are recorded
- All first aid kits are 'in date' and appropriate
- All qualified first aid personnel undertake initial training in first aid and are encouraged to take regular refresher training thereafter
- A list of all first aid personnel and a training record is maintained
- Clear communication for staff and visitors on who the first aiders are is provided

To comply with the HCC policy first aid personnel shall:

- Maintain the first aid kits and equipment in their charge, including replacing any out of date items
- Administer first aid as they were trained and within their competency
- Make responding to first aid requests at work their first priority
- Take a first aid kit with them when evacuating during a fire or other emergency, as long as it is safe to do so

First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Cove Junior School the appointed persons who are as follows:

- Headteacher
- Deputy Headteacher
- Business Manager

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

School First Aid Trained Staff

At Cove Junior School there are school first aid trained staff who are as follows:

- Class Teachers
- Learning Support Assistants
- Administrative Staff
- Lunchtime Supervisors

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- There are 3 first aid travel kits on the premises. These first aid kits are located in the school office
- There is 1 residential first aid kit. It is stored in the office
- Labelled drawers in the school office hold all other first aid equipment

It is the responsibility of the appointed persons 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 the Policies File in the headteacher's office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid area has the following facilities:

- Access to running water, first aid kits, telephone, chairs
- All first aid equipment is easily identifiable in drawers marked with the white cross on green background symbol
- Is close to toilet facilities
- Is close to a suitable external exit route

Emergency Arrangements

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

The first aider/appointed person is to always 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
- 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

Reporting Accidents and Incidents

All incidents, accidents, near-misses, dangerous occurrences and work-related ill health events must be reported and recorded in accordance with CSHST procedures.

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

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- 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 every hour. 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.

Out of hour and Trips

The first-aid arrangements for all school-managed and organised after school activities (parents' evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision, the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visits are included in the trip's risk assessment. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school. This is monitored by the Educational Visits Co-ordinator (EVC)

Hygiene & Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Domestic and clinical waste is segregated, in accordance with HCC policy. Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins. All clinical waste is removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Records

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

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

Appendix 2

This needs assessment template is for schools to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS	
Cove Junior School		June 2018	
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (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?	Low level risk of serious injury but all staff trained to deal with minor first aid issues	
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	Risk assessments have been completed for: ~ Boiler and Plant Room ~ Fire and Cooking ~ Kitchen and Food Hygiene ~ Lone Working ~ Moving and Handling ~ Premises ~ Working at Height	
3	Are large numbers of people employed on site?	All members of staff are first aid trained so there are always more than adequate numbers of first-aiders on site at any one time	
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	The vast majority of accidents and cases of ill-health are treated with minor treatment (e.g. plasters / cold compresses). Most incidents occur on the playground. At lunchtime, lunchtime supervisors are also all first aid trained but a member of the office team is also available if needed	
5	Are there staff/children on site who have disabilities or specific health problems?	All medical conditions are recorded and shared as appropriate within data protection regulations. Children with specific needs (e.g. diabetes) have an allocated key adult	
6	Are there clients or service users on the site who may need first aid?	At the beginning and end of the school, parents and siblings wait on the school playground. There can also be contractors on site and other visitors	
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	An adequate level of first aid cover is provided at lunchtimes (lunchtime supervisors) and start/end of the day (office staff). These arrangements ensure that there is adequate cover	
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	The layout of some larger sites with separate buildings or large multi-storey buildings will need to be considered as to where the first aiders are based, as the distance first aiders have to travel may increase the risk to an injured person	
9	Do you have any work experience trainees?	Student teachers are sometimes on site	

10	Are there a number of inexperienced or young staff/workers/visitors on site?	Younger siblings are on site before and after school
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	There are always adequate numbers of first-aiders on site as all staff are trained
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	N?A
13	Do you work on a site occupied by other organisations and share first aid arrangements?	N/A
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	The school is not in a remote site.
15	Do some staff work alone or remotely (including contracted home workers)?	The Lone Working Policy indicates precautions needed in this instance.
16	Do you have service users aged five years of age or younger?	N/A
17	Do members of the public visit your premises?	Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, first aid cover is provided
18	Do you have any employees with reading or language difficulties?	The cleaning staff have English as an Additional Language. First aid support is provided by the Site Manager
<p>Do not forget that first aid trained staff, and appointed persons are sometimes absent from the premises for other unscheduled reasons. Sufficient people are available to cover these absences to enable first aid personnel to be available at all times when people are at work.</p>		

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION	
Cove Junior School		June 2018
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement
Qualified First Aider	1	Refer to training schedule to ensure all staff receive refresher training as needed
Appointed Person	1	Refer to training schedule to ensure all staff receive refresher training as needed
First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes	2	The main school office
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes	1	The main school office
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes	1	The main school office
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
No	0	One is available at Cove School
First Aid Needs Assessment Completion		
Manager's comments		
Health and Safety governors also take responsibility for monitoring the first aid procedures at school.		
Name of manager	Signature of manager	Date
Tracey Hickie	<i>T. S. Hickie</i>	30.05.18

Assessment reviews			
Review date	Reviewed by	Reviewer signature	Remarks

Appendix 4

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

First Aid Kit Checklist				
Location of First Aid Kits /Boxes		The main school office		
Date of Initial First Aid Kit/Box Check		May 2018		
Name of Assessing First Aider		Linda Tan		
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card – First Aid in an Emergency Booklets	1	1	3
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20	20	Large number – assorted sizes
3	Sterile eye pads	2	2	0
4	Individually wrapped triangular bandages (preferably sterile)	4	4	2
5	Safety pins	6	6	1 box
6	Medium individually wrapped sterile unmedicated wound dressings	6	6	Large number – assorted sizes
7	Large individually wrapped sterile unmedicated wound dressings	2	2	5 boxes
8	Pair of disposable gloves	1	1	1 box
9	Face Masks	0	1	1 pack
10	Foil Blankets	0	1	6
11	Personal Protection Packs	0	1	5
12	Cleansing Dry Wipes	0	1	3 packs
13	Instant Ice Packs	0	1	30
14	Fabric Wound Closure Strips	0	1	3
15	Microporous Tape	0	1	3
16	Stretch Bandages	0	1	12

17	Hand Sanitising Gel	0	1	4
18	Emergency Burn Dressing	0	1	5
19	Compression Cuff Holder	0	1	1
No.	Residential First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1	1	1
2	St John's Ambulance Emergency Aid Manual	0	0	1
3	First Aid at Work Leaflet	0	0	1
4	Sterile eye pads	2	2	11
5	Individually wrapped sterile adhesive dressings	6	6	8
6	Individually wrapped triangular bandages	2	2	5
7	Large sterile unmedicated dressing (approx. 18cm x 18cm)	2	2	3
8	Safety pins	2	2	0
9	Individually wrapped moist cleansing wipes (alcohol free)	2	2	6
10	Pair of disposable gloves	1	1	2 bags (several pairs)
11	Alcohol Hand Gel	0	1	1
12	Packet of Tissues	0	1	1
13	Emergency Foil Survival Blanket (127 x 180cm)	0	1	1
14	Emergency Foil Survival Blanket (210 x 130cm)	0	1	5
15	Compression Cuff Holder	0	1	1
16	Personal Protection Pack	0	1	2
17	Sterile Saline Pods	0	1	4
18	Forehead Thermometer	0	1	1
19	Instant Ice-Pack	0	1	3
20	Face Shield	0	1	2
21	Burnaid Burn Gel	0	1	1
22	Adhesive Microporous Tape	0	1	2 rolls
23	Glow Light Stick	0	1	3
24	Biohazard Bags (Yellow)	0	1	3
25	Surgical Scissors	0	1	1

26	Vaseline	0	1	1	
27	Ventaid	0	1	1	
No.	Travel First Aid Kits (x 5)	Minimum Required	Required Quantity	Actual Quantity	
1	Guidance card	1	1	0	
2	Individually wrapped sterile adhesive dressings	6	6	14	
3	Individually wrapped triangular bandages	1	1	1	
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1	1	1	
5	Safety pins	2	2	0	
6	Individually wrapped moist cleansing wipes (alcohol free)	2	2	1	
7	Pair of disposable gloves	1	1	1	
8	Emergency Foil Blanket	0	1	1	
Additional Checks					
1	Are all items of first aid within expiry date?	YES			
2	Are all items of first aid in good, undamaged condition?	YES			
3	Is the first aid kit/box in good condition & undamaged?	YES			
4	Is the location of the first aid kit/box clean and accessible?	YES			
5	Is the first aid location sign present & in good condition?	YES			
6	Is the list/sign of trained first aiders present & up-to-date?	YES			
Summary of Actions					
FIRST AID KIT PASSED (half termly) CHECK & NO ACTION REQUIRED				NO	
~ Ensure safety pins are put into all travel and residential trip kits ~ Ensure guidance card inserted in all travel kits ~ Ensure sufficient cleansing wipes are in all travel kits ~ Purchase more triangular bandages for storage on the school premises ~ Move some sterile eye pads out of residential kit into main store for use on the school premises					
Name of Assessor	Linda Tan	Signature of Assessor		Assessed Date	May 2018
Follow-up Actions					
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED			YES	NO	
Name		Signature		Date	

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

Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit