



# All Saints CE (VC) First School

## Policy on First Aid

Date: February 2015

Reviewed: February 2017

Reviewed: February 2019

To be reviewed: February 2021

Covid-19 Update: June 2020

Covid-19 Update: September 2020

## **Introduction**

First aid at All Saints CE (VC) first School follows the guidelines outlined in Staffordshire County Council's Health and Safety Policy Handbook and any changes are made in accordance with this document.

## **First Aid Personnel**

### **First Aiders (FA's)**

Tracey O'Flaherty  
Joanne Jones  
Sarah Boden  
Sarah Hill  
Kirsty Devenport

## **Responsibilities of First Aid Personnel**

### **FA's**

The FAs' responsibilities include (in addition to the responsibilities of EFA's):

- taking charge when someone is injured or falls ill
- calling an ambulance where required
- being responsible for first aid equipment

### **EFA's**

The EFA's' responsibilities include:

- undertaking basic emergency first aid
- summoning the assistance of an FA where available
- summoning an ambulance or other medical services
- liaising with FA's to ensure first aid kits are fully stocked and refilled after use
- ensuring that first aid records are completed of all treatment administered

### **Appointed Persons**

Any member of staff can act as an Appointed Person to take charge of a situation in the absence of an FA or EFA. Their role includes:

- taking charge when someone is injured or falls ill
- calling an ambulance (where required)
- liaising with FA's to ensure first aid kits are fully stocked and refilled after use

## **First Aid provision**

- First aid is available during school hours (8.45 am to 3.40 pm) for employees, students and visitors.
- First Aid will be available to those attending an after-school club run by school staff. Outside providers of after-school clubs will be responsible for providing their own First Aid and are not covered within this policy.
- Mrs O'Flaherty is the lead FA outside during lunchtimes and is responsible for First Aid during Breakfast Club.
- Provision is also available outside school hours for employees and students on-site and also for the general public attending school-run activities on-site, e.g. Parents' Evenings and school shows/concerts. First aid contact details are posted in the school office.
- See below for first aid arrangements for contractors, lettings and educational visits.

## **First Aid Points**

- Signage is in place at all first aid points
- The medical room is the main point for first aid attention

- First aid boxes are located in the EYFS area, kitchen and medical room
- Eye wash stations are available in the medical room
- Spillage of bodily fluids should be cleared and should be immediately reported to the HT

#### **First Aid Records**

- The first aid record book is located in the school office.
- The first aid record book must be completed by the FA or EFA who has administered treatment. At lunchtimes Mrs O’Flaherty will be responsible for completing the accident records.

#### **First Aid Stock Checking**

- FAs and EFAs are responsible for notifying Mrs Bradley if stocks need replenishing

#### **Accompanying Students to Hospital**

- Students should be accompanied to hospital by their parents or guardian whenever possible or if not, by an available member of staff.

#### **First Aid Arrangements for Educational Visits**

- Leaders of educational visits should refer to the first aid guidance (Appendix I) and educational visits procedures documents when organising an educational visit.
- Any time a pupil(s) is taken off-site should be treated as an educational visit.
- See Appendix I for first aid guidance.

#### **First Aid Arrangements for Contractors**

- Contractors need to make their own first aid arrangements outside school hours (including school holidays).
- First Aid is only available during school hours (8.55 am to 3.30 pm).

#### **First Aid Arrangements for Lettings**

- First aid can be provided upon request (additional charge) during school hours (8.50 am to 3.30 pm).
- Outside of school hours hirers are responsible for making their own arrangements.
- Lettings should refer to the Lettings Policy regarding first aid provision.

#### **First Aid Training**

- Named FA’s and EFA’s should re-train every three years with annual refresher training in-between.
- FA’s and EFA’s should refer to Staffordshire County Council’s First Aid Policy for full guidance on administering first aid.
- All employees can have access to first aid training as appropriate.

#### **References for First Aid Personnel**

- First Aid Personnel should refer to Staffordshire County Council’s Health and Safety Policy Handbook for full guidance on first aid.

#### **Review of Policy and Procedures**

- An assessment of first aid requirements is carried out on an annual basis.
- The First Aid Policy is reviewed on a two yearly basis.

## Appendix 1

### FIRST AID GUIDANCE FOR EDUCATIONAL VISITS

Qualified first aiders may not be necessary for all off-site activities and visits. However, first aid issues for any LOTC activity should be considered as part of the risk management process and the exact requirements should be determined by ensuring that first aid support is available at an appropriate level.

What is “appropriate” will be determined by:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the activity will isolate the group from normal ambulance support, or a known point where a qualified first aider will be available.

A very basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Know how to access qualified first aid support.
- Have a working knowledge of simple first aid and are competent to use the first aid materials carried with the group.

For some activities (most commonly in defined adventure activities) there is a good practice expectation that requires those leading such activities to hold a current first aid “qualification”. To be a “qualification”, the first aid course must include a formalised assessment process; otherwise any certification will have the status of a certificate of attendance. In practical terms, the course will be a minimum of 12 hours.

It is a legal requirement that all minibuses must carry a first aid kit.

## First Aid Policy ADDENDUM - Academic Year 2020/2021

Following the full re-opening of school on Wednesday 3<sup>rd</sup> September 2020 to all pupils the following shall apply to Fire Safety whilst children remain in isolated bubbles.

### **Background**

DFE published guidance on full re-opening of schools can be found here: [Full Re-opening of Schools](#)

The following shall apply from 01/09/2020:

- Each of the Bubbles operating in school will have a designated Level 3 Paediatric First Aider as follows:
  - Cherry - Mrs Griffiths
  - Beech - Mrs Jones
  - Oak - Mrs Hill
  - Rowan - Mrs O'Flaherty
- Only the designated First Aider for each Bubble will administer first aid
- Each Bubble will have a stocked First Aid box in their designated area
- PPE will be available in the school Hall for collection if needed, including instructions for appropriate donning, doffing and disposal after use
- First Aid will be administered only after appropriate PPE for the anticipated treatment has been donned
- Children will be encouraged, where appropriate, to clean wounds and apply plasters, ice-packs etc. themselves
- Accidents will be recorded and reported in school under our usual arrangements. However, notification will be issued to parents via email (usual first aid form will be scanned and emailed) in order to avoid the need to send home paper copies

## **ADDENDUM - FROM 01/06/2020 to 17/07/2020**

If, following Government announcement, school re-opens to pupils on Monday 1<sup>st</sup> June 2020 the following shall apply to First Aid.

### **Background**

Following the announcement by the Government on Sunday 10<sup>th</sup> May that schools were to re-open to children in Nursery, Reception and Year 1, the DFE published guidance that can be found here:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

In order to ensure that our children can return to school in as safe a way as possible in the current circumstances, All Saints CE (VC) First School will be making the following temporary changes to this policy.

The following shall apply from 01/06/2020:

- Each of the three Bubbles operating in school will have a designated Level 3 Paediatric First Aider as follows:
  - Key Worker & Vulnerable children Bubble - Mrs Joanne Jones
  - Year 1 Bubble - Mrs Tracey O'Flaherty
  - Early Year Bubble - Mrs Sarah Hill
- Only the designated First Aider for each Bubble will administer first aid
- Each Bubble will have a stocked First Aid box in their designated area
- PPE will be available in the school Hall for collection if needed, including instructions for appropriate donning, doffing and disposal after use
- First Aid will be administered only after appropriate PPE for the anticipated treatment has been donned
- Children will be encouraged, where appropriate, to clean wounds and apply plasters, ice-packs etc. themselves
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