



# All Saints CE (VC) First School

## Policy on First Aid

Date: February 2015

Reviewed: February 2017

Reviewed: February 2019; covid updates

Reviewed: February 2021; covid updates removed

Reviewed: February 2023

To be reviewed: February 2025

## 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  
Toni Pearse

### **Emergency First Aiders (EFA's)**

Vicki Bradley

## 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

### EFAs

The EFAs' 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.