# Endeavour Primary School

# First Aid Policy

| First Aid Policy | | | |
|---|---|---|---|
| **Review Cycle** | Annually / Bi-Annual / Three Yearly | **Date of Next Review** | June 2027 |
| **Governor Approver**<br><br>**Role**<br><br>**Signed**<br><br>**Date** | David Brook<br><br>Co-Chair of Governors<br><br><br><br>April 2025 | **School Approver**<br><br>**Role**<br><br>**Signed**<br><br>**Date** | Miss H. Palmer<br><br>Head teacher<br><br><br><br>April 2025 |
| **Review changes:** | June 2025 – Update to First Aider Names | | |

**Policy Statement**

Endeavour Primary 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 Endeavour Primary School is held by**
**Helen Palmer, Head Teacher, as 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**

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 (Appendix 4) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff 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**

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.

**School First Aid Trained Staff**

Qualified First Aiders

At Endeavour Primary School there are a number of adult first aid trained staff at school. These are:
Helen Palmer, Joe Hill, Jade Phillips, El-Jo Kamara, Emma Ralph, Emma Reid & Sarah Quinn.

There are other trained First Aid staff to support pupils.

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aiders (e.g., first aid kit inspections).

Two members of staff have responsibility for over-seeing the First Aid provision at each campus. Miss R Gilson & Miss E Kamara, these two members of staff check the first aid bags and supplies and re-order stock when needed for each campus.

**First Aid Provision**

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

- 2 first aid kits on the premises
    - These first aid kits will be situated in the medical cupboards - outside the office at King and in the Disabled toilet at Kirk
    - Each class will also have a small first aid kit containing wipes, plasters, gloves

It is the responsibility of the qualified first aiders and 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. Completed checklists are to be stored in the school office. The contents of first aid kits are listed under the *'required quantity'* column on the checklist itself.
There is not a designated first aid room for treatment, sickness and the administering of first aid but there are quiet areas next to and in the school office. The first aid cupboards will have the following facilities/equipment:

- First Aid Supplies, PPE equipment to include masks, aprons and gloves.

**Emergency Arrangements**

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.
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
- If instructed to do so on a child's healthcare plan

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 (this is when more than a plaster or more than TLC is required)
- requires attendance at hospital
- if the child has sustained a head injury

**Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message asking for the parent to contact the school.**

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 until the end of the school day. If communication is still not successful an email will be sent. All communication attempts to be logged on first aid slips. 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/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 hours 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 Risk Assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations they will be responsible for providing their own first aid support. This is managed by Kayleigh Hawkins 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 off-site risk assessments. 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. The organiser of the trip is accountable for the organising & taking the First Aid bag onto the coach, along with the sick bucket, for coach journeys. This contains PPE equipment, sick bags, wipes, newspaper, hazardous waste bags and hazardous waste powder and the County Emergency Procedures Guidance form.

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

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc.)

- Treatment provided and action taken

Please note that any child who sustains a head injury will be given a bumped head sticker to wear, a slip to take home and the school office will call to speak to one of their parents to inform them of the bumped head. The sticker will alert all staff and parents to monitor the child in case the child displays further symptoms. The slip and phone call home are additional measures to ensure that the parents are aware of what happened.

All medical incidents are recorded in our school medical log books. These books make a copy of the information recorded and the top copy is sent home with the child. Used copies of these books are kept in the medical cupboards for 7 years.

**School Health Care Plans**

If a child attending our school has an ongoing diagnosed medical condition, for example asthma or allergies, they will have a School Health Care Plan. A member of office staff at each campus, Miss E Kamara at King and Mrs R Gilson at Kirk, is responsible for completing the relevant paperwork for each pupil. They will initially meet with the parents, complete the paperwork on the pupil and the parents will check it and sign it. This will be reviewed annually in June/July to ensure every pupil has an updated and accurate plan in place for September. For the review a copy of the current plan is sent home to the parents, they are asked to check it, sign it and return it to school. Any amendments are then added.

Please refer to the Administration of Medicine Policy for any additional information on this are

| **CHILDREN'S SERVICES HEALTH & SAFETY TEAM** |
|---|
| **For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:**<br>https://www.hants.gov.uk/educationandlearning/school-health-safety |

The table below is HSE's general guide on how many first-aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a work place it does not consider site specific risks and needs.

| **Category of risk** | **Numbers employed at work** | **Guidance on number & type of first aid staff to be available on site at any time** |
|---|---|---|
| **Lower Hazards**<br>e.g. offices, shops , libraries | Less than 25 | An appointed person |
| | 25 – 50 | At least one emergency first aider |
| | More than 50 | One first aider for every 100 employed or part thereof. |
| **Higher hazards**<br>e.g. light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture | Fewer than 5 | An appointed person |
| | 5 – 50 | At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur) |
| | more than 50 | One additional first aider for every 50 persons or part thereof |

The second table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations the level of provision will be very different dependent on the risk.

| | Secondary School – 1588 pupils and 150 staff | | | Primary School – 320 pupils and 26 staff | |
|---|---|---|---|---|---|
| **First-aid personnel** | **Required Y/N** | **Number needed** | | **Required Y/N** | **Number needed** |

| | | | | | |
|---|---|---|---|---|---|
| **First-aider with first aid at work (FAW) Certificate** | Yes | At least 3 on duty at all times people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision | | No | 0 |
| **First-aider with an emergency first aid at work (EFAW) certificate** | No | 0 | | Yes | At least 1 on duty at all times while people are at work. |
| **First-aider with additional training (specify)** | Yes | Indicates first-aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider AED training. | | Yes | Indicates first-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFA qualified staff or alternatively staff can be trained in paediatric first aid. |
| **Appointed person** | No | 0 | | No | 0 |
| **First-aid equipment and facilities** | **Required Y/N** | **Number needed** | | **Required Y/N** | **Number needed** |
| **First-aid Container** | At least 3 | In locations easily accessible to the whole school | | At least 2 | Locations easily accessible across the school |
| **Additional equipment (specify)** | AED | May be required if number of pupils/staff with history of cardiovascular problems. | | No | 0 |
| **Travelling first-aid kit** | Yes | At least 1 per vehicle | | No | 0 |
| **First-aid room** | Yes | 1 | | Yes | 1 |

| Part 1 | ASSESSMENT OF FIRST AID NEEDS | |
|---|---|---|
| **Endeavour Primary School** | | |
| **No.** | **Aspects to Consider**<br><br>**at Your Premises** | **First Aid Provision Considerations**<br><br>**(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? | |
| **2** | Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, Kitchens, etc) | |
| **3** | Are large numbers of people employed on site? | |
| **4** | What is your record of accidents and cases of ill-health? What type and where did they happen? | |
| **5** | Are there staff/children on site who have disabilities or specific health problems? | |
| **6** | Are there clients or service users on the site who may need first aid? | |
| **7** | Is there first aid cover for lunch times and for the beginning and end of the working day? | |
| **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? | |
| **9** | Do you have any work experience trainees? | |
| **10** | Are there a number of inexperienced or young staff/workers/visitors on site? | |
| **11** | Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods? | |
| **12** | Do staff work in shift patterns and does each shift have sufficient first aid cover? | |

| | | |
|---|---|---|
| **13** | Do you work on a site occupied by other organisations and share first aid arrangements? | |
| **14** | What is the distance from emergency services and how long are they likely to take to arrive on site? | |
| **15** | Do some staff work alone or remotely (including contracted home workers)? | |
| **16** | Do you have service users aged five years of age or younger? | |
| **17** | Do members of the public visit your premises? | |
| **18** | Do you have any employees with reading or language difficulties? | |

**Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled 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.**

| **Part 2** | **SUMMARY OF REQUIRED FIRST AID PROVISION** |
|---|---|

| | |
|---|---|
| **Endeavour Primary School** | |

| **Level of First Aid Staff**<br><br>**(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** | | |
| **Emergency First Aider** with First aid at work certificate | | |
| **School First Aid Trained** | | |
| **Paediatric First Aid Trained** | | |
| **Appointed Person** | | |
| **Other:** Asthma & anaphylaxis<br><br>*(Note: This is not to include any training requirements for medicine administration)* | | |

| First Aid Kits | Quantity Required | Locations of First Aid Kits |
|---|---|---|
| **Yes** | | |

| Travel First Aid Kits | Quantity Required | Locations of Travel Kits |
|---|---|---|
| Not needed but we do have ones that we use for sporting events or trips | | |

| First Aid Rooms/Areas | Quantity Required | Locations of Rooms |
|---|---|---|
| **Yes** | | |

| Defibrillator / Additional Equipment | Quantity Required | Locations of Rooms |
|---|---|---|
| **Yes** | | |

| First Aid Needs Assessment Completion | | |
|---|---|---|
| **Manager's comments** | Insert comments relevant to assessment as appropriate | |
| | | |
| **Name of manager** | **Signature of manager** | **Date** |
| | | |
| **Assessment reviews** | Set future review dates & sign/comment upon completion | |

| Review date | Reviewed by | Reviewer signature | Remarks |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**First Aid Kit Checklist**

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

| **First Aid Kit Checklist** | |
|---|---|
| **Location of First Aid Kit/Box** | |
| **Vehicle & Registration No.** *(if applicable)* | |
| **Identity No. of First Aid Kit/Box** *(if applicable)* | |
| **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 (e.g. 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

***Quantities are to be locally inserted before the form is issued or used***

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