



## **First Aid Policy**

**Reviewed February 26**

## **School Vision**

“We shine like stars to achieve and make a difference in the world, knowing that with God, all things are possible.”

## **Statement of Intent**

At Aspull Church Primary School, we endeavour to provide the very best possible care for our pupils.

The governing body of Aspull Church Primary School acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of trained first-aid staff on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

The appointed person, responsible for first-aid, is: Mrs Val Lancaster

Where the appointed person is unavailable, Mrs Caroline Kirkman will deputise.

## **Legal framework**

This Policy will have consideration for, and be in compliance with, the following legislation and regulations:

- Health and Safety at Work Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992.
- The Education (School Premises) Regulations 1999.
- Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.

This Policy will also have regard to the following statutory and non-statutory guidance:

- First Aid for Schools (August, 2000).

- Advice on Standards for School Premises (May, 2013).
- Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

## **Risk assessment**

The Headteacher will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the school (a copy of the risk assessment is attached Appendix A).

Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

## **Facilities**

First-aid will be administered in a room that meets the requirements of the DfE guidance. Specifically, to:

- Be large enough to hold the necessary equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean and tidy at all times.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door advising of the names, locations and telephone numbers of first-aiders.
- Have a sink with hot and cold water, if possible.
- Water is available if required.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

The Accessible First Aid and Personal Care Room is the school's designated medical room.

## **Fixed and portable first-aid containers**

First-aid containers are identified by a white cross on a green background.

The school has two first-aid boxes, which can be found fixed in Key Stage 1 and Key Stage 2. These boxes contain a sufficient number of suitable provisions to enable the administration of first-aid.

The school has two travelling first-aid bum bags for use during school trips and off-site visits, which are stored in Key Stage 1 and Key Stage 2.

No medicinal substances or materials are permitted within a first-aid container.

Blunt-ended stainless-steel scissors should be kept in the container in case clothing needs to be cut away prior to treatment.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.

## **Fixed**

Fixed first aid-containers will contain, at a minimum:

- A leaflet giving general advice on first-aid.
- Individually wrapped sterile adhesive dressings (assorted sizes).
- Individually wrapped triangular bandages (preferably sterile).
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- Disposable gloves.

## **Portable**

Portable first-aid boxes will contain, at a minimum:

- A leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings.
- Large (approximately 18cm x 18cm) sterile unmedicated wound dressing.
- Triangular bandages.
- Individually wrapped moist cleaning wipes.
- Disposable gloves.

## **Minibuses**

Classes leaving the school premises should take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit. All inhalers and emergency medicines should also be taken on the visit.

The bum bags will contain:

- Antiseptic wipes, foil packaged.
- Disposable bandage (not less than 7.5cm wide).
- Triangular bandage.
- Assorted adhesive dressings.
- Large (no less than 15cm x 15cm) sterile unmedicated ambulance dressings.
- One pair of rust free blunt-ended scissors.

First-aid containers will be:

- Prominently marked as a first-aid container.
- Maintained in a good condition.
- Suitable for the purpose of keeping the items referred to above in good condition.
- Readily available for use.

## **Defibrillators**

Defibrillator 1 is situated outside the hall in the main reception/atrium area. Clearly labelled and signs posted around school. Trained Users – Mrs Val Lancaster and Mrs Caroline Kirkman.

Defibrillator 2 is situated outside of Year 5 on the wall.

## **Selection of first-aiders**

When selecting first-aiders, the Headteacher should consider an individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first-aider must be able to leave immediately in an emergency.

Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

A current and up to date list of all school first aiders is available from the school office.

## **Training**

The Headteacher/School Business Manager is responsible for organising first-aid training.

New staff members are offered first-aid training as part of their induction training. Lunch time supervisors will also undertake emergency first-aid training.

The school keeps a record of who is trained in first-aid and the date that their certificates expire.

First-aiders will be re-trained within 3 months prior to the end of the third year, when their first-aid certificates expire.

All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

## **Roles and responsibilities**

The main duties of the appointed person are to:

- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary.
- Bear in mind that they are not first-aiders. They should not give first-aid treatment for which they have not been trained, although it is good practice to ensure that they have emergency first-aid/refresher training, including:
  - What to do in an emergency.
  - Cardiopulmonary resuscitation.
  - First-aid for the unconscious casualty.
  - First-aid for the wounded or bleeding.
- Liaise with the Business Manager, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
- Where possible, remain on-site throughout the school day.

The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at the school.
- Ensure that an ambulance or other professional medical help is called, where appropriate.

## **Reporting incidents and record keeping**

### **Reporting**

The Headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

### **Record keeping**

The Headteacher will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

Reportable injuries include:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.

- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable occupational diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis e.g. from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma e.g. from wood dust or soldering.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident.

Dangerous occurrences include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by the school. are only reportable if the accident results in:

- The death of a person which arose out of or in connection with a work-related activity.
- An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Records will be also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.

The school does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.

First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:

- The date, time and place of the incident.

- The name (and class) of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards? (e.g. went home, resumed normal duties, went back to class, went to hospital).
- Name and signature of the first aider or person dealing with the incident.

### **Minor accidents/incidents**

Minor accidents are reported in the Accident/Incident Register and the child given a 'Minor Accident Form' to take home. The class teacher should be informed.

### **Head injuries and major accidents/incidents**

Parents are to be informed via Class DoJo to alert them to a minor head injury in every case. The accident should be recorded in the accident book and the child given an 'Accident Form'. In severe cases, parents will be contacted by telephone and encouraged to collect their child from school. Details are recorded in the Accident book and if the injury is severe, an Authority Accident form should be completed. A copy of the original form should be forwarded to The Health and Safety Officer and the original is to be kept in the red Accident book in the school office. The class teacher should always be informed.

A 'bumped head' wrist band should be given. Other staff to be notified of injury as well.

Records will be maintained for no less than three years after the incident.

The accident reporting book is kept in Key Stage 1 and Key Stage 2 First Aid Cupboard (or medical room)

### **Epilepsy/Seizures**

People who are having a seizure must be timed and videoed from the start to the finish of the seizures to record how long it lasts. If it lasts for longer than 5 MINUTES check for changing of colour i.e. blue lips/pale skin DIAL 999 straight away. If possible guide them away from danger to the wellbeing area at the top of the atrium. When the seizure is over let them rest and place them in the recovery position. Family must be contacted straight away. NO DRINK OR FOOD MUST BE GIVEN. Emergency cards are placed around school to alert members of staff and office staff.

## **Circulation**

The Headteacher will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities and personnel.
- The procedures for monitoring and reviewing the school first-aid needs.

Copies of this policy will be made available on the staff notice board in school and on the school website.

## ASPULL CHURCH PRIMARY SCHOOL FIRST AID RISK ASSESSMENT

**Location:** ASPULL CHURCH PRIMARY SCHOOL

**Assessor:** Mr H Smout

**Signed:** .....

**Date of Assessment:** February 2026

**Review Date:** OPEN

**Activity:** First Aid in and out of school

Hazard	Risk	Individuals at risk	Risk – Low, Medium, or High	Control Measures (Current)	Control Measures (Additional – Proposed)
Inadequate Emergency Response	Serious Injury or illness	Staff, Pupils, Contractors, Visitors, Agency Staff	Medium	<ul style="list-style-type: none"> <li>School is situated close to the local hospital, it is approximately 3.4 miles away and takes around 10-15 minutes to get their dependant on traffic.</li> </ul>	
Inadequate provision of first aid	Serious Injury or illness	Staff, Pupils, Contractors, Visitors, Agency Staff	Low	<ul style="list-style-type: none"> <li>The number of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours of 8.45am to 3.30pm.</li> <li>Before and after school club is an external provision and therefore provide their own first aiders.</li> <li>The Headteacher is responsible for assessing whether the current arrangements within the school are adequate for their staff and areas of work for which they are responsible and, if not, act to fulfil any gaps in local arrangements e.g. arrange specialist first aider training.</li> <li>A number of staff have First Aid Training including Paediatric and Emergency First Aid at Work.</li> <li>Specialist training for administering Auto Adrenaline Injector for Anaphylaxis is provided.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid lists to be displayed in the Staff Room, First Aid Point and in the Office.</li> <li>A list showing trained Auto Adrenaline Injector pens to be displayed in the Staff Room, First Aid Point and the Office.</li> </ul>

Inadequate first aid treatment	Serious Injury or illness	Staff, Pupils, Contractors, Visitors, Agency Staff	Low	<ul style="list-style-type: none"> <li>All first aiders have successfully completed a requalification course to ensure certificates and knowledge are kept up to date.</li> <li>School does have a defibrillator which is maintained and regularly checked by the Appointed Person in charge of First Aid. Designated staff are trained to use this equipment.</li> </ul>	<ul style="list-style-type: none"> <li>List to be displayed showing designated staff members trained in using the defibrillator.</li> </ul>
Unaware of how to summon first aid provision or an ambulance	Serious injury or illness	Staff, Pupils, Contractors, Visitors, Agency Staff	Low	<ul style="list-style-type: none"> <li>The Appointed Person in charge of first aid is responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction.</li> </ul> <p>Employees responsibilities include:</p> <ul style="list-style-type: none"> <li>in the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below.</li> <li>Locate the nearest qualified first aider.</li> <li>Give the location and symptoms if known to the first aider.</li> <li>Keep the casualty warm, comfortable and above all as still as possible.</li> <li>On arrival, the first aider will take control and issue instructions accordingly.</li> </ul> <p>Ambulance procedure:</p> <ul style="list-style-type: none"> <li>Dial 999, ask for the Ambulance service, give brief details of type of casualty and ask for the ambulance to attend the main entrance where a member of SLT or the office staff will be waiting to meet them and take them to the location of the incident.</li> <li>Parents to be rang immediately to inform them.</li> </ul>	
Insufficient first aid supplies	Serious injury or illness	Staff, Pupils, Contractors, Visitors, Agency staff	Low	<ul style="list-style-type: none"> <li>The appointed person in charge of first aid is responsible for ensuring first aiders have appropriately stocked kits to enable them to undertake their role and monitoring expiry dates on supplies.</li> <li>The Business Manager when informed, is responsible for ordering items needed to replenish kits as soon as possible.</li> <li>The supplies must be suitable to deal with the type of injuries likely to be received.</li> <li>First aid kits are to be stocked with the contents of protection kit as standard e.g. gloves and resuscitate,</li> </ul>	

				<p>to reduce the risk of transfer of contaminated bodily fluids.</p> <ul style="list-style-type: none"> <li>In addition, first aid supplies are available at controlled points in school.</li> </ul>	
Trip, falls, bumps to the head	Minor injury	Pupils, Staff, Visitors and Contractors	Medium	<ul style="list-style-type: none"> <li>All injured pupils to see a first aider.</li> <li>Children to received first aid treatment and cold compress as required.</li> <li><b>ALL</b> children to receive a copy of the accident report to take home to inform parents/carers.</li> <li><b>ALL</b> parents/carers be with notified via Class DoJo for minor head bumps, for more serious injury parents/carers will be telephoned.</li> <li>Serious accidents e.g. broken bones are to be recorded via the Accident Reporting Procedures for Wigan Council via the School Business Manager or Line Manager.</li> <li>If in doubt, check injuries with Headteacher or Deputy Headteacher.</li> <li>Parents/Carers to inform school of any medical conditions.</li> <li>Parents/Carers to inform school of up to date emergency contact details.</li> <li>Injured children are not to be left unsupervised.</li> </ul>	
School Trips	Injury or illness	Staff, Pupils, Volunteers	Medium	<ul style="list-style-type: none"> <li>Risk assessment to be carried out for the trip/event prior to it taking place.</li> <li>The staff member in charge of the trip to obtain a first aid kit to take with them.</li> <li>Inhaler to be taken on the trip and any Auto Injector Pens if this applies to any pupil.</li> <li>First Aider or Paediatric First Aider to accompany the pupils on the trip.</li> <li>In the event of a serious incident, staff member to inform school ASAP and parents/carers to be contacted.</li> </ul>	

#### ADDITIONAL INFORMATION:

##### Contact points.

- Risk Management and CCTV Services (Central Watch) 01942 404040
- Police, Fire and Rescue, Ambulance 999
- Health and Wellbeing Team 01942 827857
- Aspull Church Primary School 01942 746679

