

# Catherington C of E Infant School

## Board of Governors



*Growing together  
in God's love*

## First Aid Policy

Name of School	Catherington C of E Infant School
Date of Policy Review	September 2024
Date of Next Review	September 2025
Name of Headteacher	Mrs Maria Burden

# First Aid Policy

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Date of Policy Issue/Review	September 2024/ September 2025
Name of Headteacher	Mrs Maria Burden
Signature of Headteacher	.....(Signed) .....(Dated)
Name of Chair of Governors	Mr Paul Main
Signature of Chair of Governors	.....(Signed) .....(Dated)

**At Catherington Church of England Infant School, we work together to ensure our school is a safe, happy and exciting place, where children can grow on their unique academic, social and emotional journey.**

**Our schools Christian Values underpin our schools curriculum and aim to ensure all children feel loved and show Love for others, have Courage to face new challenges and fulfil their potential and develop Respect for God's creations.**

We want our children to learn how to build positive realtionships with others and recognise what is good mental health and wellbeing. They know who they are and how to lead safe, healthy and fulfilling lives.	We want to equip our children with the resilience and perseverance to become independent learners. We are empowering our children to take appropriate risks without fear of failure. We want our children to grow into responsible citizens who make a positive contribution to local, national and global communities, helping them to see their place in the world.	We want our children to celebrate and respect difference and be proud of who they are. We want our children to have enquiring minds to question and to be confident in their own thoughts and actions.
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## Policy Statement

Catherington C of E Infant 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 Catherington Infant School is held by Mrs Maria Burden who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Health and Safety 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 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 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 Person

At Catherington C of E Infant School there is one appointed person who is:

- Nikki Anderson

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

## **Emergency First Aid at Work**

Completed by Nikki Anderson

## **Paediatric First Aid Trained Staff**

At Catherington C of E Infant School there are four paediatric first aid trained staff who are as follows:

- Nikki Anderson
- Kaday Willett
- Maria Burden
- Kate Vigus
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These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

## **First Aid Basics in an Educational Setting**

At Catherington C of E Infant School all staff have completed this training.

They will be 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. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

## **First Aid provision**

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

- 5 first aid kits on the premises
  - Two first aid kits will be situated in the main school office and in the first aid station.
  - Each class will have their own first aid kit
- 3 travel first aid kits in vehicles
  - These travel first aid kits will be located in the main school office.

It is the responsibility of Mrs Nikki Anderson to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003) (Appendix 1). Completed checklists are stored in the Health and Safety folder which is held in the school office.

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

The main school office and the first aid station adjacent to the library are designated as the first aid rooms for treatment, sickness and the administering of first aid. These areas have the following facilities:

- Running water, first aid kits, chair and telephone (main school office only).

## **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
- When there is a need to use an EpiPen or any allergic reaction which causes concern

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 attendance at hospital
- any allergy child who cause concern

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 can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. 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 can not be contacted prior to attendance, the qualified first aider and 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 needs assessment for that activity.

The first-aid arrangements for school organised trips/visit are included in the 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.

## **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

## Appendix 1

### CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

#### 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. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
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		
<b>Additional Checks</b>				
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	
<b>Summary of Actions</b>				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES	NO	
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
<b>Follow-up Actions</b>				
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