



**At Knights Enham Junior School we provide...**

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

**First Aid Policy**

(Based on a model policy from Hampshire County Council)

**Approved September 2022**

***Review September 2023***



## Knights Enham Junior School

### First Aid Policy

#### Policy Statement

Knights Enham Junior 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 Knights Enham Junior School is held by **Daniel Whitehouse, Headteacher** who is 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 1) 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 Persons

At Knights Enham Junior School there are **2** appointed persons who are as follows:

- **Daniel Whitehouse**
- **Victoria Goodlier**

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.

**Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.**

**Emergency First Aiders** (Those completing the 1-day emergency first aid course)



At Knights Enham Junior School there are 11 emergency first aiders who are as follows:

- Sue Angel – Expires 16/11/2023
- Lisa Stockwell – Expires 16/11/2023
- Maria Elliott – Expires 16/11/2023
- Jenn McIlwaine – Expires 16/11/2023
- Phil Shepard – Expires 27/01/24
- Samantha Harvey – Expires 27/01/24
- Lisa Ward – Expires 27/01/24
- Karen Elliot – Expires 27/01/24
- Emma Askew – Expires 27/01/24
- Shirley Gary – Expires 27/01/24
- Jo Trace – Expires 27/01/24

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).

**Qualified First Aiders** (Those completing the 3-day first aid course)

At Knights Enham Junior School there are **1** qualified first aider – Jo Trace (Senior Administrator)

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. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

### **First Aid Provision**

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

- **First aid kits on the premises**
  - First Aid kit kept in the school office
  - First Aid kit in the Creativity room to be used by Lunchtime Supervisory Assistants at lunchtimes
  - First Aid kit in all classrooms
- **4 travel first aid kits**
  - 1 travel first aid kit will be located in the school minibus
  - 3 travel first aid kits for the purposes of school trips

It is the responsibility of the emergency/qualified first aiders/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 **First Aid file which is kept in the school office.**

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

There is no dedicated medical room currently. The first aid kit is kept in the school office and there is also a fridge for storage of medication. A sink is available in the Creativity room which is adjacent to the office and toilet facilities for adults and children are also in this area.



## 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 the casualty is a person with a known medical condition that requires emergency treatment

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 – basic first aid treatment is notified through the treatment slip system
- requires attendance at hospital
- in the event of a head bump

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 cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents or other contactable person. 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/appointed person/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 Offsite activities policy. 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

Children's accidents are recorded in the accident books which are with each first aid kit, the slip given to the child to take home and the carbon copy retained for the school records.

More serious injuries are to be recorded and reported as per the Health and Safety Policy, *Accident/Incident Reporting and Investigation* on the appropriate forms.



## Appendix 1

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Knights Enham Junior School
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (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?	<i>Low risks from trips, slips and falls, small burns from campfire or when cooking splinters, cuts from scissors, knives when cooking, lifting and handling injuries, injuries from dysregulated children, injuries resulting from use of chemicals or other controlled substances or machinery.</i>  <i>Low risk from medical emergencies.</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Specific risks include HC3S kitchens and duties undertaken by caretaker including equipment for grounds maintenance.</i>  <i>Hazardous substances include, petrol, and cleaning products.</i>
3	Are large numbers of people employed on site?	<i>Staff number less than 50 and children under 250.</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Mostly routine playground incidents proportionate in number to the age range of the children in school. A higher number of violent incidents has been recently recorded but strategies are in place to reduce these.</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>One member of staff has mobility issues</i>
6	Are there clients or service users on the site who may need first aid?	<i>N/A</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>Trained staff are available throughout the day.</i>
8	What is the site layout and will the layout require additional first aid cover for	<i>The school is one building so no need for additional first aid cover.</i>



	separate buildings or floors of a multi-storey building?	<i>At breaks and lunchtime a triage station is available nearer to the playground for minor incidents.</i>
<b>9</b>	Do you have any work experience trainees?	<i>Not currently but they would be covered if in school.</i>
<b>10</b>	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Small amount of visitors at any time for only short periods in a supervised area.</i>
<b>11</b>	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>N/A</i>
<b>12</b>	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Only the site staff work out of school hours. Caretaker is a first aid trained.</i>
<b>13</b>	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>N/A</i>
<b>14</b>	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>School in urban area within easy access of emergency services.</i>
<b>15</b>	Do some staff work alone or remotely (including contracted home workers)?	<i>First aid kits available for site staff who may lone work. No home contracted workers</i>
<b>16</b>	Do you have service users aged five years of age or younger?	<i>N/A</i>
<b>17</b>	Do members of the public visit your premises?	<i>N/A</i>
<b>18</b>	Do you have any employees with reading or language difficulties?	<i>Not currently</i>



<b>Part 2</b>	<b>SUMMARY OF REQUIRED FIRST AID PROVISION</b>	
<b>Name of Premises/Organisation/School</b>		Knights Enham Junior School
Level of First Aid Staff (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	0	Not required but good practice
Emergency First Aider	1	Currently 10 trained need to a establish a running training rota to ensure that there are always trained staff. Plan to train all the office staff.
School First Aid Trained	1	
Paediatric First Aid Trained	0	
Appointed Person	1	
<b>Other:</b> (Please specify)(Note: This is not to include any training requirements for medicine administration)		
First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes	3	School office Lower School Creative room
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes	4	Minibus 3 available for school trips
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
No	1	
Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms





<b>No</b>	<b>Not currently</b>		
<b>First Aid Needs Assessment Completion</b>			
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate		
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>	
Daniel Whitehouse		027/09/2021	
<b>Assessment reviews</b>	Set future review dates & sign/comment upon completion		
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>



## Appendix 2

### KNIGHTS ENHAM JUNIOR SCHOOL

### First Aid Kit Checklist

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		
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