



Drapers' Maylands  
Primary School

# FIRST AID GUIDANCE

June 2015

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## **(1) INTRODUCTION**

The following document has been the subject of consultation with Head Teacher and Trades Unions representatives. It has also been produced in line with the Health and Safety (First Aid) Regulations 1981 and guidance issued by the Department for Children, Schools and Families (DCSF). This document also links in with the School's Health and Safety Policy.

Under the Health and Safety (First Aid) Regulations 1981, employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. Although the regulations only require employers to provide first aid for their own staff, additional health and safety legislation states that employers have responsibilities to non-employees. The regulations are currently being reviewed by the Health and Safety Executive (HSE) and the changes are due to come into force on 1<sup>st</sup> October 2009. The main changes to the legislation relate to the first aid training courses and the frequency of refresher training. More information on this will be provided to schools nearer the time.

The HSE recommend that organisations such as schools should also include non-employees in their risk assessments and ensure that first aid is available to them. In order to do this, schools should take into account all the likely risks to pupils and visitors and make allowance for them when drawing up policies and deciding on the number of trained first aiders.

Due to the number of people on site and the diverse usage of a school, first aid is a significant factor to consider in schools. Many pupils also suffer from various medical conditions that may need to be managed by the school and this information will need to be shared with relevant staff. Further information and guidance on this is available from the Medication guidance for schools document produced by the Schools' Health and Safety Team. This can be obtained by logging onto the Schools' H&S Team website (<http://www.haverling.gov.uk/intranet/index.cfm?articleid=7719>), and selecting the "Guidance Documents and Standard Procedures" heading.

The school's first aid needs should be regularly reviewed (at least annually), to ensure that there are adequate provisions in place.

This guidance has been developed as a tool to enable schools to ensure that they have the necessary first aid arrangements in place. Within the guidance is a generic risk assessment and advice of what needs to be included within the school's first aid policy. The purpose of this guidance is to help you ensure that a comprehensive risk assessment is in place for first aid and to ensure that the appropriate cover is in place at all times. The guidance should be read in conjunction with the "Guidance on First Aid for Schools" document provided by the DCSF. This document is available to download from teachernet's website ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), or by clicking on the following link <http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/>.

This document has been produced for use in all educational premises in Havering. It should be noted therefore, that for the purpose of this document, the term "school" shall incorporate Pupil Referral Units (PRU's), Havering Music School, Europa Centre and Youth Premises.

## **(2) First Aid Guidance – What Do Schools Need to Do?**

The school has a responsibility to provide first aid arrangements for staff, pupils and visitors on the school site and ensure that the relevant practices are in place in order to meet that responsibility. It is the responsibility of the school to develop a policy which should outline the arrangements and procedures that are in place as well as stating who is responsible. The policy will be based on an assessment of their need and will be reviewed on an annual basis or as required.

Every school must ensure that a suitably stocked first aid pack or container is available. Although there is no mandatory list of items that should be within the container, the HSE recommend that, where there is no special risk identified, a minimum provision of items would be:

- A leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings of assorted sizes;
- two sterile eye pads;
- four individually wrapped triangular bandages;
- six safety pins;
- six medium sized individually wrapped sterile unmedicated wound dressings;
- one pair of disposable gloves.

**The first aid pack should not include any lotions, potions or pills as these could cause an allergic reaction to the person who requires treatment.**

The school should assess the above items to ascertain the appropriate quantities that are required and should also consider additional items when going on educational visits, e.g. individually wrapped moist cleansing wipes. Schools must provide the proper materials, equipment and facilities at all times and any equipment must be clearly labelled and easily accessible.

As well as ensuring that a suitably stocked container is available, schools must also ensure that there is an appointed person to take charge of first-aid arrangements and that employee's are aware of the school's first-aid arrangements.

The school must ensure that a risk assessment has been carried out in order to ascertain whether any additional provisions are required. When carrying out a risk assessment, schools should also bear in mind that first aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

### **Responsibilities**

Under Health and Safety legislation, there are responsibilities that are placed on the employer to ensure the health and safety of their employees and anyone else on the premises. In schools there are responsibilities for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors as appropriate). The employer can differ depending on the type of school.

In community schools and pupil referral units, the LA is the employer, whilst the Governing Body is the employer for Voluntary Aided and Foundation schools. These responsibilities are outlined in the school's H&S Policy.

The employer has the responsibility to ensure that first aid arrangements are in place which should be based on a risk assessment of the school. The risk assessment should take into account the number of trained first aiders / emergency first aiders; the number and locations of first aid boxes; the arrangements for off-site activities / trips and; out of school hours arrangements e.g. lettings, parents evenings, before / after school clubs, site personnel etc.

### **Informing Others**

Schools must ensure that all staff are aware of the first aid arrangements that are in place. They should be made aware of the location of specific equipment, facilities and first aid personnel as well as how the school monitor and review their first aid needs. One of the most common methods of keeping staff and pupils informed is by displaying first aid notices in common areas such as staff rooms, reception areas and medical rooms. The information should be clear and easy to understand. First aid should also be covered during the induction period for new staff and pupils so that they are aware of the school's arrangements. Many schools also tend to include key information within their staff handbook.

Although the main concern within schools is the staff and pupils, there will be times when there are visitors and contractors on site. The school must ensure that information relating to their first aid arrangements is given to any visitor or contractor on site. Example forms for doing this are available from the Schools' H&S website on the Havering Intranet under (Schools') induction information heading.

### **Insurance**

Schools should check that they have the appropriate insurances in place at all times. Community schools are covered by the council's insurance, provided that any treatment given by a first aider is in accordance with the training that they have been given. Community schools that wish to check the details of their insurance policies should contact Havering's insurance department on 01708 432369. Voluntary Aided or Foundation schools should have their own insurance and would need to check with their insurers as to what cover is in place.

### **Qualifications and Training**

The two main courses available to staff are the First Aid at Work (FAW), and the First Aid Appointed Person (FAAP) courses. The FAW training lasts for at least 24 hours, and is usually held over four days or spread over several weeks. The FAAP training is a one day course. FAW and FAAP certificates are only valid for 3 years and schools must ensure that they arrange for any refresher training for staff members before certificates expire. Refresher training for FAW consists of at least 12 hours training which is normally held over two days. Refresher training for FAAP trained staff lasts for one day. Employers can arrange for a first aider to attend a refresher course up to 3 months before the expiry date

of their certificate and records of any training must be kept by the school, along with the dates of expiry.

As well as the school holding records of trained staff, it is also important that schools advise the Schools H&S Team of any staff currently holding a valid certificate when requested. Should the certificate expire, the individual concerned will need to undertake another full course of training in order to become a first aider.

In order for an employee to be classed as a first aider, they must hold a valid certificate of competence. This will be issued by any HSE approved trainer upon successful completion of the training course. Although first aid training courses cover a range of competences, standard first aid at work training courses do not include resuscitation procedures for children. If this is required, the school will need to arrange this with the training provider. For staff responsible for children aged five and under, there must be at least one member of staff on site (or for any outing or educational visit), who has a valid paediatric first aid certificate when children are present.

**The HSE intends to introduce changes to first aid training courses from 1 October 2009. The four day First aid at work course will become a three day course and a new one day Emergency first aid at work course will be implemented. The HSE will also recommend that anyone trained to FAW and EFAW level should attend an annual three hour Basic Skills Update (BSU) course to prevent 'skills fade'.**

If you wish to book first aid training (including Paediatric First Aid), through Havering, please contact William Seare at Corporate H&S by e-mail [william.seare@haverling.gov.uk](mailto:william.seare@haverling.gov.uk), or Havering's Corporately approved first aid trainer JonACC on 01708 746199.

## **Reporting and Recording of Accidents**

Schools are required to keep records of any accident, injury or near miss that occurs on the school site, regardless of the severity. This should include details of accidents for pupils, staff, visitors and contractors. Generally schools will have a book for playground accidents, but there should be an accident book onsite specifically for members of staff. Where required, the school should complete an accident / incident report form (AIR form) and send it to the Schools' Health and Safety Team. It should also be noted that in the event of a near miss, an AIR form should be completed and sent to the Schools H&S Team. **Records of any accidents involving employees must be readily accessible and kept for a minimum of 3 years. Records of any accidents involving pupils must, again be readily available, and kept for 3 years after their 18<sup>th</sup> birthday.**

Details of any first aid treatment given by a first aider or appointed person must be recorded. The information required to be kept is the date and time of the accident; the name and, if applicable, class details 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 or to hospital, resumed normal duties, returned to work / their class etc) and; the name and signature of the first aider or appointed person who dealt with the incident. All relevant staff must also be aware of the procedures for recording playground incidents.

The school must ensure that there are procedures in place should an emergency occur on the school site. Generally this would involve the parent/guardian/named being contacted

as soon as possible. Should the school be unable to contact the parent, or there be a delay for the parent getting to the school, they must have procedures in place so that the pupil can receive the necessary medical attention at the earliest point. This may mean that an ambulance is called and the pupil is accompanied by school staff (regardless of the age of the pupil). In this instance, it is imperative that the accompanying staff members remain at the hospital until the parent(s) arrive and are briefed on the situation. Consideration should also be given to the procedures that should be followed in the event of a member of staff having a serious accident and requiring medical attention. The injured person may need to be taken to hospital by a colleague, or in the event of a very serious injury, an ambulance may be called and the school would need to consider whether a member of staff should accompany.

Schools should also adopt a system to inform parents of more significant incidents, for example, where a pupil sustains a head injury, no matter how minor. It may be that the parent is contacted by phone, or a letter sent home with the child depending on the severity of the accident. For accidents involving children under 5, schools **must** ensure that the parents are informed of any accident no matter how minor.

Additional procedures for recording and reporting may be required for schools that have children on site who are 5 and under. Staff that have children of this age in their care should work in line with the training that they have been given. Staff should also refer to the “Early Years Foundation Stage” guidance produced by the DCSF for more information.

### **(3) First Aid Risk Assessment Guidance**

The school should carry out a risk assessment in order to ascertain the level of cover that needs to be in place by taking the following factors into account:

- The size and layout of the school
- The number of pupils / staff with medical needs / conditions
- The age of the pupils
- Educational Visits
- General school activities such as PE, D&T, football, science etc
- Before and after school clubs
- Out of hours use of the premises

#### **First Aid Risk Assessment Considerations**

A risk assessment should be carried out in order to ensure that the appropriate arrangements for first aid are in place at the school. Below is a guide to help you complete a suitable and sufficient risk assessment.

##### 1. Size, Layout and Location of the school

- a. Number of staff, pupils & visitors on site
- b. Activities and likely hazards from those activities (Swimming, Science, PE, D&T etc)
- c. Remote or isolated buildings / areas
- d. Access to site for emergency services
- e. Distance from hospital to the school
- f. Site specific hazards – e.g. hazardous substances; dangerous tools or machinery; temporary hazards such as building or maintenance work etc.

##### 2. Needs of the staff / children on site

- a. What are the ages of the pupils
- b. Staff / pupils with specific medical needs or disabilities

##### 3. Competence of staff

- a. Selection of the correct staff to be trained in order to cope with an emergency

##### 4. Availability of staff

- a. To cover the whole school day including lunch time periods
- b. Before and after school clubs
- c. Site & cleaning staff
- d. Location of the trained First Aiders
- e. Full / Part time staff
- f. Appropriate cover for holidays / sickness periods
- g. At least one member of staff trained to paediatric level where children under 5 are present

## 5. Off Site Visits

- a. Educational Visits
- b. PE activities
- c. Specific Medication taken and staff trained

## 6. Training

- a. Staff trained with a recognised and reputable trainer (e.g. JonACC)
- b. Staff trained to the relevant level, e.g. 4 day, 1 day appointed, paediatric etc
- c. Training still valid, e.g. not past expiry date for refresher etc

## 7. Resources

- a. First Aid box/bum bag and supplies are appropriate and kept replenished / sterile in accordance with training received
- b. Medical room / area for people to go
- c. Access to phones and emergency contact numbers, emergency services, parent / carer etc
- d. Access to running water, sterile eye wash stations etc

## 8. Record Keeping & Procedures

- a. Records of all accidents and first aid treatment recorded
- b. Personal details kept secured and not accessible to unauthorised persons
- c. Details of any specific medication administered to be kept
- d. Arrangements post accident e.g. what action will the school take if a pupil needs to go to hospital and the parent is unavailable; what time lapse will be tolerated before further action is taken; arrangements for accompanying a pupil / staff member.

## 9. Communication

- a. Names / locations of all trained first aiders displayed around school
- b. First Aid arrangements in place communicated to staff
- c. Specific medication details for pupils shared with relevant people

## 10. Other

- a. Any other site specific information that should be considered

There is no hard and fast rule to say how many trained first aiders you should have but by carrying out the risk assessment it will help you to gauge whether you have the appropriate number of staff trained to the appropriate levels. It will also help to ensure that

the relevant people are trained in areas where there is a need. For example, office staff may be fully trained (4 day course) as they are based in a central location and can be easily contacted; some Teaching Assistants or support staff may be emergency first aid trained (1 day) as they could deal with a situation whilst the teacher can supervise the remaining pupils and; Midday Assistants may be trained to a lower level of bumps and bruises to deal with general playground incidents. This should provide a good level of cover during normal school hours.

The risk assessment will help you to consider other periods where there are minimal staff onsite, such as before and after school, or during holiday periods. At these points there may only be site personnel onsite so it is important to make sure that there are arrangements in place during these times.

In addition, staff that are more likely to be involved in educational visits, or more hazardous activities such as PE, D&T or science for example, are often identified as having some form of first aid training. However, unless first aid cover is written into an employee's contract of employment, people who agree to become first aiders must do so on a voluntary basis.

# LONDON BOROUGH of HAVERING CORPORATE RISK ASSESSMENT FORM

## DRAPERS' MAYLANDS PRIMARY SCHOOL

Directorate/Section: Social Care and Learning

### 1. TASK OR ACTIVITY COVERED BY THIS ASSESSMENT

#### First Aid

##### Size & Layout of the school

The school is accessible from 6am to 6pm and staff may be lone working

Approximate number of staff onsite 5

Approximate number of pupils onsite 60

Visitors are regularly on site

Pupils are involved in number of different activities such as PE, D&T. First aid provision is in place at these times.

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The main school is a in a wing of the Drapers' Academy building. First aiders are available at all times.

Emergency services are able to access the site at all times. Any gates / barriers are opened / removed prior to the arrival of emergency service vehicles. Site staff are responsible for this.

The school are able to contact the emergency services at all times

The school have the following site specific hazards –

- COSHH register detailed hazardous substances
- The boiler is powered by gas
- Hand tools and other machinery used are covered under a separate risk assessment

**2. WHAT SIGNIFICANT HAZARDS ARE ASSOCIATED WITH THE TASK / ACTIVITY (e.g. fire, electric shock, violence, fall from height etc. ):**

PE (physical contact)  
D&T (equipment & substances)  
Science (hazardous substances)  
Educational Visits (Various activities some of which may be hazardous e.g. rock climbing, travel by transport etc)  
Site Team / Cleaners carrying out manual handling tasks and work with hazardous equipment / substances  
Staff Lone Working  
Working at Height  
Slips, Trips & Fall

Other specific hazards identified:

**3. PERSONS AT RISK**

Pupils, Staff, Visitors and Contractors

<b>4. A) RECOMMENDED CONTROL MEASURES</b> The control measures listed are not exhaustive. Please add other specific controls in the space provided.	<b>B) Tick to indicate if the listed control is in place.</b>	<b>C) If Action is Required please detail and indicate Priority:</b> <b>High</b> <b>Medium</b> <b>Low</b>	<b>D) N/A. Tick if the control is not relevant</b>
<p><b>Needs of the staff / children on site</b></p> <p>The pupils are aged between 4 and 5 years            The school are aware of any members of staff or pupils with specific medical needs or disabilities. Procedures are in place and all staff aware.</p> <p><b><u>Other controls in place</u></b></p> <p>Annual data collection sheets required parent to add any additional medical needs. These are also completed for staff and students.</p> <p><b>Competence of staff</b></p> <p>The school have identified the appropriate staff to be trained in order to cope with an emergency</p> <p><b><u>Other controls in place</u></b></p> <p>All teaching assistants hold a paediatric first aid certificate and one member of staff holds full first aid at work certificate. Assistance can be sought from Drapers' Academy staff in an emergency.</p>	<p>√</p>		

**Availability of staff**

1 fully qualified first aider(s) currently appointed.  
All support staff trained to paediatric first aid level (where children under 5 are present)  
Site personnel trained in emergency first aid  
First aid provisions are in place for the whole working day  
The school have identified the most appropriate members of staff to receive first aid training  
First aid provisions are in place to allow cover for holiday / sickness periods  
The names / locations of first aiders are displayed

√  
√  
√  
√  
√  
√  
√  
√  
√

**Other controls in place**

√

**Off Site Visits**

Educational visits are risk assessed and the necessary first aid arrangements are implemented.  
PE activities take place at off site locations. A first aider is available during these activities (Good working knowledge of first aid may be required when travelling to / from the venue).  
Risk Assessments to be conducted for any Educational Visits, as a minimum provide a travel first aid kit (for contents of first aid kit refer to the First Aid at Work Bulletin No. 31 provided by the LA).

√  
√  
√

**Other controls in place**

**Training**

Staff have been trained by a recognised and reputable trainer (e.g. JonACC)

Staff trained to the relevant level, e.g. 4 day, 1 day appointed, paediatric etc

Training still valid, e.g. not past expiry date for refresher etc

The school have records of all training carried out and dates when refresher training is required

√

√

√

√

**Other controls in place**

**Resources**

Regular first aid provision inspections conducted by headteacher, main first aider and annually MAT H & S inspection

Medical area located in main reception area.

Main first aid box is located in reception. Contents are suitable and are kept sterile and replenished by First Aid appointed person. Additional first aid bags are located in reception and taken to the outdoor learning area during sessions.

Risk Assessments to be conducted for any Educational Visits, as a minimum provide a travel first aid kit (for contents of first aid kit refer to the First Aid at Work Bulletin No. 31 provided by the LEA).

Staff have access to phones and emergency contact numbers, emergency services, parent / carer etc

√

√

√

√

√

**Other controls in place**

**Record Keeping**

Records of all accidents and first aid treatment are kept. Where necessary, incidents are reported to the Schools' H&S Team  
Personal details are kept secure and not accessible to unauthorised persons  
Details of any specific medication administered are kept

√

**Other controls in place**

√  
√

**Communication**

First Aid arrangements in place communicated to staff & pupils  
Specific medication details for pupils shared with relevant people  
Details of first aid provisions within the Health and Safety Policy and Procedures Manual.  
Names and locations of first aiders are displayed

√

**Other controls in place**

**Other**

(Any other site specific information that should be considered)

√

Tick the appropriate columns taking into consideration the control measures that are in place as detailed above.

5. SEVERITY OF OUTCOME( tick as appropriate)							
Slightly harmful / minor injury or illness		Harmful injury or illness incurring time loss for subject/s	√	Serious injury or illness		Life threatening or fatal injury or illness	
PROBABILITY OF HARM (tick as appropriate)							
Unlikely/ Improbable		Likely	√	Highly Probable		Certain	
FINAL ASSESSMENT OF RISK (refer to risk estimator table)							
Low		Medium	√	High		Very High	

6. ACTION REQUIRED: (continue on separate sheet if required)	
Enter any actions identified that need to be put into place.	
Audit of setting once completed to ensure all requirements as plan.	
Action to be taken by	Trudy Spillane
To be completed by	Trudy Spillane
	October 2015

Taking into consideration the actions that will be put into place (box 6) re-assess the risk by ticking the following boxes.

<b>7. SEVERITY OF OUTCOME( tick as appropriate)</b>							
Slightly harmful / minor injury or illness		Harmful injury or illness incurring time loss for subject/s	√	Serious injury or illness		Life threatening or fatal injury or illness	
<b>PROBABILITY OF HARM (tick as appropriate)</b>							
Unlikely/ Improbable		Likely	√	Highly Probable		Certain	
<b>FINAL ASSESSMENT OF RISK (refer to risk estimator table)</b>							
Low		Medium	√	High		Very High	

<b>8. ARRANGEMENTS FOR OCCUPATIONAL HEALTH MONITORING (where appropriate)</b>
NONE

<b>9. ASSESSORS DETAILS</b>
Name A Winch   Date Oct 11

<b>10. HEAD TEACHER / SENIOR MANAGER REVIEW</b>
Name A Winch   Signature
Assessment Agreed   Date Oct 11
Comments None   Review Date Oct 12

<b>11. HAVE FINDINGS OF ASSESSMENT BEEN COMMUNICATED</b>
Yes

<b>12. Line Managers are to ensure that once the risk assessment has been accepted the control measures are implemented, monitored and reviewed.</b>
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## TABLE 1 / 2 RISK MATRIX

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the severity of harm, and the likelihood/ probability of the harm being realised in stages five and six of the risk assessment. The level of risk for the respective task or activity (Low, Medium, High or Very High) can now be determined using the following matrix.

**N.B.**

Levels of risk corresponding to the various combinations of 'severity of harm' and 'likelihood of harm being realised' are subjective and based upon the assessors perception and knowledge. The information given in the matrix and table below is provided for guidance only and may need to be varied in accordance with individual circumstances.

Severity → Probability ↓	Minor/ slightly harmful injury or illnesses	Harmful injury or illness incurring time loss for subject/s	Serious injury or illness	Life threatening or fatal injury or illness
Certainty	Medium	High	High/ Very High	Very High
Highly Probable	Medium	Medium/ High	High	High/ Very High
Likely	Low	Medium	Medium/ High	High
Unlikely/ Improbable	Low	Low	Medium	Medium

LEVEL OF RISK	SUGGESTED ACTION
<b>Low</b>	Control measures to be introduced on a medium to long term basis e.g. As equipment is renewed or as part of a planned programme of improvements
<b>Medium</b>	Control measures need to be introduced within a specified time period
<b>High</b>	Unless control measures to eliminate or reduce risk can be introduced immediately task or activity should be suspended
<b>Very High</b>	Task or activity must be suspended and remain so until control measures to eliminate or reduce risk can be introduced - if risk cannot be reduced the task or activity must be prohibited

#### **(4) Useful Contacts**

**Health and Safety Executive (HSE):– 0845 345 0055**

<http://www.hse.gov.uk/>

**Department for Children Schools & Families:- 0870 000 2288**

[www.dcsf.gov.uk](http://www.dcsf.gov.uk)

**NHS Havering – 01708 465 000**

[www.haveringpct.nhs.uk](http://www.haveringpct.nhs.uk)

**Havering Learning Support – 01708 433936**

**JonAcc – 01708 746199**

E-mail - [JonAccAmbu@aol.com](mailto:JonAccAmbu@aol.com)

#### **Schools' H&S Team:-**

Sarah Merchant – 01708 433904

Chris Williams – 01708 433636

Ross Baker – 01708 431707

Lida Eskandari – 01708 433277

<http://www.havering.gov.uk/intranet/index.cfm?articleid=7719>

#### **References**

Please also refer to the following documents:-

- The School's Health and Safety Policy
- DCSF Managing Medicines in Schools and Early Years Settings Guidance
- Educational Visits Policy
- First Aid Policy and Guidance



## **First Aid Policy**

**This document has been produced in conjunction with the School's Health and Safety policy. Staff should also refer to the school's Medication Policy.**

### **1. Aims of the Policy**

- 1.1 The School acknowledge their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.
- 1.2 The School will comply with the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

### **2. Objectives**

2.1 The school will ensure that:-

- i) The appropriate number of first aiders / appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include any follow up or refresher training in order to carry out their duties;
- ii) Adequate and appropriate equipment and facilities are provided;
- iii) The appropriate first aid arrangements are in place for off-site activities / trips;
- iv) The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings etc.
- v) Staff and parents are informed and aware of the school's first aid arrangements;
- vi) Records of all accidents / incidents are kept and where required, reported to the Schools' Health and Safety Team.

### **3. Arrangements**

The school recognise that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by a allocating a sufficient number of appropriately trained first aid staff. The school have carried out a suitable and sufficient risk assessment in order to

identify the number of trained first aiders with the necessary controls required and have safe working procedures in place as a result.

In line with the school's H&S policy and the guidance from the LA, the school will ensure that agreed appropriate first aid cover is in place for the full working day, including, where appropriate, before and after school clubs; weekend revision classes; PTA events; lettings and; cleaning / catering arrangements etc. Consideration has also been given to ensure that first aid cover is available should the main first aider(s) be absent from work due to holiday or sickness.

The school will consider the needs for all persons that they have a responsibility for and that any additional controls are implemented where necessary.

Any staff that are trained in first aid will be trained to the appropriate level. This will include staff responsible for children under 5, who will be trained to Paediatric First Aid level. In addition to the staff trained to First Aid at Work level, the school also have nominated staff trained to Appointed Person level.

Details of current trained first aiders are displayed to advise all staff, pupils and visitors who they should report to should treatment be required.

#### **4. Monitoring and Review**

The policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.

Trudy Spillane  
Head Teacher

Dated: September 2015

Tom Harris  
Chair of Governors

