



Telford Infant School

LOVING LEARNING

Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.

First Aid in School Policy

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| Manager: | Headteacher |
| Date of latest update: | January 2024 |
| Date of next review: | January 2025 |

*This Policy is available for Staff and Governors on One Drive.
It is also available for parents on the school website and on request from the school office.*

This policy details the specific responsibilities for the provision of first aid at work within Telford Infant School. This Policy therefore does not duplicate the general health and safety requirements as stated within the Telford Infant School and corporate WCC health and safety policies.

The objective of this Policy is to set WCC standards for first aid at Telford Infant School and thus enable all health, safety and wellbeing issues relating to the provision of first aid to be adequately identified, managed and controlled as first aid can save lives and prevent minor injuries becoming major ones.

Telford Infant School will:

- reduce, as far as reasonably practicable, the effects of injury or illness suffered in school, or during an off-site visit.
- provide adequate and appropriate first-aid equipment, facilities and trained first aiders able to give immediate assistance to pupils, employees or visitors with injuries or illness, and to summon an ambulance or other professional help where necessary.
- assess first aid needs and consider non-employees (such as, visitors, pupils) who could be affected as part of our activities in addition to our employees to meet our duty of care;

- comply with the Health and Safety (First Aid) Regulations, and the Management of Health and Safety at Work Regulations and all other relevant statutory requirements, and where reasonably practicable best practice guidance.

Definitions

The key terms used within this Policy are outlined below:

- First aid at work – is the application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help/ treatment is obtained, where necessary.
- First Aid Needs Assessment – is an assessment undertaken to identify what first aid provision is required. It has to be identified by an assessment of needs because the provision is dependent on the circumstances within that workplace/ premise and the activities undertaken.
- Appointed Person – is someone who takes charge of first-aid arrangements. This includes looking after first aid equipment and facilities.
- Emergency First Aider – A person holding a valid certificate in ‘Emergency First Aid at Work’ (EFAW).
- First Aider - A person holding a valid certificate in ‘First Aid at Work’ (FAW). The FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.
- Paediatric First Aider – under the Early Years Statutory Framework foundation stage classes in nursery, infant and primary schools must have at least one person with a current paediatric first aid certificate on the premises at all times when children are present. They must also accompany children on any off-site visits/trips.
- Site Responsible Person - is the person with the overall day-to-day responsibility for health and safety on that premise/site. This person is the Head Teacher.

Telford Infant School will ensure that:

- A first-aid needs assessment is in place and reviewed annually or sooner if necessary.
- First aid arrangements are adequate and appropriate in the circumstances. This means that enough suitably trained staff are available to: give immediate help to casualties with injuries or illness that may occur at work and call emergency services to summon an ambulance or for other professional help.
- Sufficient suitable persons are available to provide first aid cover (i.e. if a first aid needs assessment indicates that first aiders are required, then they should be readily available whenever the need arises. First aid cover is in place for out of hours activities
- First aiders and Emergency First Aiders receive appropriate training to carry out their duties and hold a current and appropriate First Aid at Work or Paediatric First Aid certificate and requalify as necessary.
- Employees are informed about the first aid arrangements for their place of work on day one as part of their induction (this will include the location of equipment and personnel)
- At least one first aid notice is displayed in a prominent place, to inform employees and visitors of the first aid arrangements
- First Aid boxes/bags are situated in the first aid area, each classroom, the Reception outside classroom, Forest School and the evacuation bag. They are appropriately stocked (including a general guidance on first aid leaflet) and checked regularly (half termly) by the Appointed Person, or replenished sooner if required. Classroom first aid bags travel with the class to off-site visits.

- Ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements (this should be undertaken as part of the signing-in procedure).
- A First Aid area including a sink and toilet area is available for treatment with an additional more discreet room available if necessary.

Our First Aiders will:

- Attend the appropriate First Aid training requalification training prior to the 3 year expiry date.
- In accordance with the training, treat any minor injuries, preserve life in an emergency and prevent an injury from becoming worse.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Liaise with the School Business Manager to record first-aid treatment on the WCC Accident Reporting database or hardcopy form for treatment given as a result of a workplace accident/incident/ill health.
- Complete the appropriate paperwork for any treatment that was given for injuries and ill health that does not require reporting to the Local Authority.
- Inform parents of any accidents or injuries sustained by the child whilst in the care of the school and of any first aid treatment that was given.

Employees will:

- Make themselves aware of the first aid provision within their normal place of work and seek first aid as necessary.
- Not provide first aid treatment at work unless trained to do so in accordance with this Policy (if first aid is a requirement of an employee's job description, then appropriate training must be provided by the Head Teacher).

Tablets and medication: First aid at work does not include giving tablets or medicines to treat illness. Please see our Medicines Policy for further details regarding this.

An external defibrillator is situated in the Reception area of our school for use within the school and local community.