



Wellington Community Primary School

First Aid Policy

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Latest Review: April 2024

Next Review Planned: April 2025

Signed: _____ (Policy Owner)

Print Name: _____

Review Date: _____

Signed: _____ (Governor Approval)

Print Name: _____

First Aid Policy

POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1	14.05.24	Approved	Victoria Hotham		New policy inline with Hampshire

Introduction

Policy Statement

Wellington Community Primary 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 provision is held by the Headteacher who is the responsible manager. All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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

- Ensuring that there are a sufficient number of trained first aiders 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.

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

At Wellington Community Primary School there are 2 appointed persons who are as follows:

- Victoria Hotham
- Anne McGonagle

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 (eg. first aid kit inspections).

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

At Wellington Community Primary, all teaching assistants and office staff are first aid trained during their first year in role. All lunch time staff are first aid trained during their first year in role.

First Aid Provision

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

- 6 first aid kits on the premises at Wellington:
 - One first aid kit is situated in the medical room, one in each of the shared areas, one in year, one in the KS1 building corridor and one in the dance studio.

There are also two kits to be taken on Education Visits which are stored in reception.

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 Kit Checklist Folder at the School Office

There is a designated first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running water, first aid kit, telephone, chair

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 a head 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

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents:

Our procedure for notifying parents will be to send them a email from the medical tracker system.

If the injury is deemed to be serious, we will contact the parents via telephone. 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/ emergency contact. 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/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.

First aid incidents will be recorded using the medical tracker computer system.

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 (eg. bump on head etc)
- Treatment provided and action taken

De-fibrillation

There is a Lifepak defibrillator fitted in the Main reception area that is available for use. Training for the defibrillator has been undertaken by the qualified first aiders and an AED awareness course was provided to selected staff members during staff training.

Policy date: April 2024

Review date: April 2025

Wellington Community Primary School **First Aid Policy**

QUALIFIED FIRST AIDERS 2024/2025

Employee Name		First Aid Certificate Date	
Surname	Christian Name	Emergency 1st Aid	Paediatric First Aid
Balch	Lisa	06/06/2022	
Basharat	Sadaf	06/06/2022	
Bostock	Joe		25/10/2023
Brown	Wendy	06/06/2022	
Coles	Jayne	06/06/2022	
Costello	Emily	06/06/2022	
Costigan	Helen	06/06/2022	25/10/2023
Cox	Annalisa	06/06/2022	
Evans	Jenny	06/06/2022	
Fattore	Dawn	06/06/2022	
Freeman	Catherine		25/10/2023
Hashemi	Susan		25/10/2023
Hotham	Victoria		09/07/2021
Jennings	Thea		25/10/2023
Jeremic	Ivana		27/11/2021
Kelland-Nel	Candi		25/10/2023

Lawrence	Lisa	06/06/2022	
McCabe	Tony		25/10/2023
McGonagle	Ann		08/04/2022
Monk	Christine	06/06/2022	
Moonan	Emma		25/10/2023
Moszkowicz	Aleksandra	06/06/2022	
Noor	Aqsa		
Quelch	Sarah	06/06/2022	
Rakhra	Mandip	06/06/2022	
Rashid	Hadeel	06/06/2022	
Saunders	Nicola	06/06/2022	25/10/2023
Strachan	Jennifer	06/06/2022	
Williams	Julie	06/06/2022	
Williams	Kate		25/10/2023
Williams	Wendy	06/06/2022	

Appendix 4

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

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		

