



# First Aid Policy

**Approved by:** Full Governing Board

**Date:** January 2023

**Next review due** January 2025  
**by:**

UNCRC Article 24: Every child has the right to the best possible health.

### **Policy Statement**

West Moors Middle 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.

The Headteacher has responsibility for first aid at West Moors Middle School.

All first aid provision is arranged and managed in accordance with the Dorset Council First Aid at Work Guidance and Code of Practice (September 2019). 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 Dorset Council 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.

### **School First Aid Trained Staff**

At West Moors Middle School there are 7 school first aid trained staff who are as follows:

**Michelle Gerchen, Dani Feavearyear, Becky Izzard, Nicole Kelly, Richard Major, Jamie Perry and Deborah Craddock.**

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults.

This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children
- 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 HSE approved 3-day first aid course)-

At West Moors Middle School there is one qualified first aider who is **Michelle Gerchen**.

Qualified First Aiders are 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 equipment in Medical Room

The main storage for first aid supplies is located in the medical room.

- 2 portable first aid boxes on the premises  
These first aid kits are located in the DT Room and Science room.
- Travel first aid kits made up as required for out of school visits  
These travel first aid kits will be located in the medical room and will be taken on every out of school activity
- 'Residential' First Aid Kits, made up as required (stored in Medical Room)  
These are to be taken on Residential/overnight stays off site

It is the responsibility of the Qualified First Aider Michelle Gerchen to check the contents of all first aid kits **every three months** and record findings on the First Aid Kit Checklist (**Appendix 1**). Completed checklists are to be stored in the First Aid Health & Safety file in the Administration office. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself. The **First Aid Room** is designated as the room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- Access to running water
- first aid kit
- plinth
- chairs

## 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

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents/ carers of their child's accident (for those whose parents/ carers are separated we will notify both parties should the child need hospital treatment) if it:

- is considered to be a serious (or more than minor) and First Aider unsure of injury
- requires first aid treatment
- requires attendance at hospital
- Head injury
- Eye injury

Our procedure for notifying parents/ carers will be to use all telephone numbers available to contact them and leave a message should the parents/ carers not be contactable. In the event that parents/ carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents/ carers every hour. 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/ carers can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents/ carers 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/ carers can be contacted and arrive at the hospital.

## **Out of hour and Trips**

The first-aid arrangements for all school managed and organised after school activities such as, for example, parents'/ carers' 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.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Head Teacher who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the Outdoor Visits Policy and 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

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	1	
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20	20	
3	Sterile eye pads	2	2	
4	Individually wrapped triangular bandages (preferably sterile)	4	4	
5	Safety pins	6	6	
6	Medium individually wrapped sterile unmedicated wound dressings	6	6	
7	Large individually wrapped sterile unmedicated wound dressings	2	2	
8	Pair of disposable gloves	1	1	
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1	1	
2	Individually wrapped sterile adhesive dressings	6	6	
3	Individually wrapped triangular bandages	2	2	
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1	1	
5	Safety pins	2	2	

6	Individually wrapped moist cleansing wipes (alcohol free)	2	2	
7	Pair of disposable gloves	1	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>				
<b>FIRST AID KIT PASSED (eg. 3-MONTH) CHECK &amp; NO ACTION REQUIRED</b>		YES	NO	
Actions required if 'NO'. Check in 3 months again.				
<b>Name of Assessor</b>		<b>Signature of Assessor</b>		<b>Assessed Date</b>
<b>Follow-up Actions</b>				
<b>REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED</b>		YES	NO	
<b>Name</b>		<b>Signature</b>		<b>Date</b>

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

**Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit