



FIRST AID POLICY

January 2025

Date approved by Governing Board	29 th January 2025
Review date	January 2026

Aims and Objectives:

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient and suitably qualified first aiders on site. There also must be adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid. The governing body will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Legal framework:

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- The UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- DfE 'Early years foundation stage profile: 2023 handbook'
- DfE (2024) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Acceptable use of ICT Policy
- Staff Handbook 2024 -Code of Conduct



Context:

The governing board is responsible for:

- Ensuring there is a policy in place to safeguard children that includes an explanation of the action to be taken when there are safeguarding concerns about a child, the use of mobile phones and cameras, and staff safeguarding training requirements. These issues are addressed in part in this policy and in further detail in the school's Child Protection and Safeguarding Policy and Acceptable use of ICT Policy.
- Ensuring there is a policy in place in the event of an allegation being made against a member of staff (including supply staff) or a volunteer.

Staff, including teachers, support staff, supply staff and volunteers, are responsible for:

- Familiarising themselves with, and following, this policy.
- Remaining alert to any issues of concern.

Safeguarding and welfare:



**EVERYBODY is RESPONSIBLE for
SAFEGUARDING.**



The designated officers for child protection at
Ludworth Primary School are:

Mrs Victoria Walker, our Headteacher and DSL

Mr Jake Senogles, our Deputy Head and DSL



In their absence, this role will be carried out by

Mrs Nicola Hankey, our SENDCo' and DDSL

Miss Clare Spink, our Learning Mentor, S&P Manager and DDSL

Mrs Holly Gregg, our Assistant Head (EYFS/KS1) and DDSL



IF IN DOUBT, PLEASE, CHECK IT OUT

If you have any concerns please find one of the
designated officers in person immediately or
contact 0161 427 1446 and ask for a DSL.



All necessary steps are taken to keep the children in our care safe and well. Any safeguarding or welfare issues will be dealt with in line with the Child Protection and Safeguarding Policy, and all members of staff are required to read this policy as part of their induction training.

The DSL's are responsible for safeguarding children and liaising with local children's services as appropriate. The deputy DSL will undertake the duties of the DSL in their absence, but overall responsibility for safeguarding will remain with the DSL.

All DSL's will undertake child protection training as required. Staff will receive safeguarding training that enables them to understand the safeguarding policy and procedures. All staff will have up-to-date knowledge of safeguarding issues and be able to recognise signs of potential abuse and neglect. Staff must report all concerns about parents, visitors and contractors to the DSL, following the procedures outlined in the Safeguarding Policy.

Policy Context:

Health and Safety

The good health, including emotional, mental and physical including oral health, of all children, their families and staff is promoted. Staff will report any significant accident or injury involving a child to their parents on the day it occurs, and significant first-aid treatment administered to a child is shared with Parents/Carers.

Accidents and injuries of significant concern will be recorded in an accident book with a copy sent home and a copy retained by the school. The SLT will report any serious accident, illness, injury, or death of a child whilst in the school's care to local child protection agencies.

A serious accident or injury or any accident or injuries involving staff or any stakeholders will be reported to the School Business Manager, who will complete the online form for the council.

First Aider's Main Duties

First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

The roles and responsibilities for first aiders are as follows:

- (a) acting as first responder to incidents that require first aid;
- (b) administering immediate and appropriate treatment;
- (c) contacting the emergency services when the situation requires;
- (d) ensuring that the first aid boxes are adequately supplied;
- (e) ensuring their first aid qualifications are up to date;
- (f) keeping their contact details up to date;
- (g) filing an accident report as soon as possible after the incident;
- (h) consenting to having their names displayed around the school on the first aid list.

Equipment

Ludworth Primary School will have at least one fully stocked first aid container which will be marked with a white cross on a green background.

The location of first aid equipment will be displayed around the school.

Each first aid container will contain, as a minimum, the following:

- (a) leaflet giving general advice on first aid (see HSE website);
- (b) individually wrapped sterile adhesive dressings (assorted sizes);
- (c) two sterile eye pads;
- (d) individually wrapped triangular bandages (preferably sterile);
- (e) safety pins;
- (f) medium sized individually wrapped sterile wound dressings;
- (g) two large sterile individually wrapped unmedicated wound dressings;
- (h) one pair of disposable gloves.

A travel first aid container must be taken on any off-site visits or trips. This includes school trips including local walks, other site visits and sporting events and competitions.

A travel first aid container (demarcated Sports First Aid Kit) must include the following as a minimum:

- (a) individually wrapped sterile adhesive dressings (assorted sizes);
- (b) individually wrapped triangular bandages (preferably sterile);
- (c) safety pins;
- (d) one large sterile individually wrapped unmedicated wound dressings;
- (e) individually wrapped moist cleansing wipes;
- (f) one pair of disposable gloves.

A First Aider will:

Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school. When necessary, ensure that an ambulance or other professional medical help is called. All staff are able to request an ambulance or other professional medical help.

Examples where an ambulance would be called would include:

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking fitting or concussion
- severe allergic reactions
- suspected broken bones
(NHS Advice 2013)

Calling the emergency services

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed let the emergency services decide the appropriate course of action based on the information that you give them.

Ludworth First Aiders

Name	Training	Date	Expires
Lorraine Wilkinson	Emergency First Aid (1st aid for all)	Apr-22	Apr-25
Alex Knibb	Emergency First Aid (1st aid for all)	May-22	May-25

Name	Training	Date	Expires
JonathanTemplar	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Rachel Skirvin	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Janette Gichero	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Alex Knibb	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Jo Shaw	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Leanne Hall	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Georgia Clarke	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Ben Stone	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Holly Gregg	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Sarah Sofla	Paediatric First Aid Level 3 (Manchester 1st Aid)	27/04/2023	27/04/2026
Lynne Taylor	Paediatric First Aid Level 3 (Manchester 1st Aid)	25/03/2024	25/03/2027
Clare Spink	Paediatric First Aid Level 3 (Manchester 1st Aid)	25/03/2024	25/03/2027
Chrissie Hopwood	Paediatric First Aid Level 3 (Manchester 1st Aid)	01/07/2024	01/07/2027
Sangeet Sathi	Paediatric First Aid Level 3 (Manchester 1st Aid)	01/07/2024	01/07/2027

Name	Training	Date	Expires
Holly Gregg	Outdoor Forest Schools	Jun-22	Jun-25
Emma Reid	Outdoor Forest Schools	Jun-22	Jun-25
Jonathan Templar	Outdoor Forest Schools	Jun-22	Jun-25

Selection of First Aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis.

Early Years Foundation Stage:

The EYFS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings.

Forest School Practice Level 3:

Outdoor First Aid training is completed by Forest School Leaders, renewed every 3 years.

When selecting first aiders, the Headteacher and SLT should consider the individuals:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedure
- Normal duties, first aider must be able to leave to go immediately to an emergency.

First Aid-needs and expectations:

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, should include them in their risk assessments and provide for them. In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks for stakeholders and make reasonable allowances for them.

Reassessment of First-Aid Provision

The Headteacher should ensure that there is a regular review of the School's first aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Providing Information

The Headteacher must inform all staff (including those with reading and language difficulties) of the first-aid arrangements.

This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the School's first-aid needs.

Contacting First-Aid Personnel

The school staff should know how to contact a first aider. Staff and pupils should be informed by the display of the first-aid notices in staff work rooms. The information should be clear and easily understood and notices must be displayed in a prominent place in the building.

Risk Assessment of First-Aid Needs

The School will include staff, pupils, and visitors when carrying out risk assessments for first aid needs. Staff will liaise with SENDCo where appropriate in the preparation of risk assessments for pupils with physical disabilities. Hazards and temporary hazards, such as building maintenance work, should be considered and suitable short-term measures put in place.

Review of policy:

This policy is reviewed annually in consultation with appropriate representatives. We will monitor the application and outcomes of this policy to ensure it is working effectively.