

Schools Health and Safety

# First Aid Guidance - Schools

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*Calmore Infant School September 2016*

This guidance document provides information on how to meet the corporate policy and standards

## INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The purpose of this guidance is to assist schools and other Hampshire County Council (HCC) education settings in meeting the corporate requirements in relation to the provision of first aid for our employees, pupils and service users.

The Corporate policy states:

*“First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and preserve life until medical assistance can be obtained.*

*Hampshire County Council will provide suitably trained personnel and equipment for rendering first aid to employees if they become ill or injured. Additionally, it is Council policy to provide first aid to any other persons who use our premises or services; this includes pupils and service users.*

*To comply with the HCC policy Headteachers / Responsible Managers shall ensure that:*

- *A sufficient number of first aid personnel are appointed for their work teams or location, the actual number to be decided by risk assessment.*
- *Suitable first aid provision is made for staff who drive, work peripatetically, work away from buildings or work from home.*
- *Sufficient first aid kits are available*
- *All first aid activities carried out are recorded*
- *All first aid kits are ‘in date’ and appropriate*
- *All qualified first aid personnel undertake initial training in first aid and are encouraged to take regular refresher training thereafter*
- *A list of all first aid personnel and their contact numbers/locations is prominently displayed*

*To comply with the HCC policy first aid personnel shall:*

- *Maintain the first aid kits and equipment in their charge, including replacing any out of date items.*
- *Administer first aid as they were trained and within their competency.*
- *Make responding to first aid requests at work their first priority.*
- *Take a first aid kit with them when evacuating during a fire or other emergency, as long as it is safe to do so.”*

First aid does not cover the administration of medication - please see school specific policies, procedures and protocols for medicines in schools.

## GUIDANCE

To meet the corporate policy the Children's Services Health and Safety Team would expect that all schools sites would have the following policy, arrangements and records up to date and available;

- First aid needs assessment (risk assessment)
- First aid training records
- First aid policy
- First aid kit checks records
- Records of first aid activities / treatments
- Clear communication for staff and visitors on who the first aiders are and how to contact them
- First Aid Accommodation (area available to carry out first aid and store first aid supplies).

### First Aid Needs Assessment

The Headteacher / Responsible Manager must arrange adequate and appropriate training and guidance for staff who volunteer to be first aid personnel. To ensure that there is a sufficient number of trained staff to meet the statutory requirements, assessed needs, and allowing for staff on annual/sick leave or off-site activities headteachers / responsible managers are required to develop and formalise arrangements for dealing with first aid, based on a suitable and sufficient needs assessment.

The HSE guidance table and worked examples for 2 types of schools and a model first aid needs assessment template are available in appendices 1 and 2. The HSE gives some suggestion on what level of provision might be suitable whilst the template will help you decide and record what first aid provisions are required. This level of provision can then be recorded in the school / site First Aid Policy (template in Appendix 3)

In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when deciding on the numbers of first-aid personnel and drawing up the policy. The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities e.g. using chemicals, machinery and plant etc.
- The need to provide first aid for those other than employees, e.g. service users including vulnerable persons, children, volunteers, members of the public etc.
- The size and characteristics of the workplace, establishment or setting; distance between buildings or sites.
- The remoteness of the establishment/setting from emergency medical services.
- Locations of lone workers.
- Historical accident information and data
- Provision when employees work part time, take annual leave or are off sick
- Any off site activity, work away from base including travelling

Schools should review the school's first-aid needs assessment at least annually and after any changes to the school, the number and capabilities of pupils the staff body to ensure the provision is adequate.

All County Council buildings must have the correct level of first aid provision.

### Peripatetic Staff

Where staff work or travel away from their place of work or are home based, some provision for first aid is needed based on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid.

The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container (in a prominent position, maintained in a good condition, and readily available for use):

- ten antiseptic wipes, foil packaged;
- one conforming disposable bandage (not less than 7.5cm wide);
- two triangular bandages;
- one packet of 24 assorted adhesive dressings;
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments;
- twelve assorted safety pins;
- one pair of rust less blunt-ended scissors

## **First Aid Training Following First Aid Needs Assessment**

The Head teacher must arrange adequate and appropriate training for staff who volunteer to be first aiders/appointed persons, ensuring that there is enough trained staff to meet the findings of the needs assessment.

### Types of first aid personnel

There are different levels of first aid personnel:

- Appointed person (AP)
- Emergency first aid at work (EFAW)
- First aid at work (FAW)
- Additional Training (Schools First Aid, Paediatric First Aid training, etc..)

Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course. This would include attendance of the 1 day School's First Aid Course for school staff or 1 day Emergency First Aid course.

Emergency First Aid at Work (EFAW) employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.

First Aider at Work (FAW) employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years the full course must be retaken.

### Additional Training

First Aiders should be provided with additional training as appropriate to the circumstances of the workplace and activities as identified by the needs assessment.

School First Aid. This is bespoke optional training for school staff to assist the school in meeting its own duty of care towards its pupils and staff.

Paediatric First Aid Providers of the Early Years Foundation Stage must refer to and comply with the paediatric first aid requirements contained within the Statutory Framework and the Practice Guidance for the Early Years Foundation Stage.

At least one person with a current paediatric first aid certificate must be on the premises at all times when Early Years children (under 5s) are present. There must also be at least one person on school trips who has a current paediatric first aid certificate if there are Early Years Children present. Different paediatric training providers may state the training they provide covers a wider range of age groups.

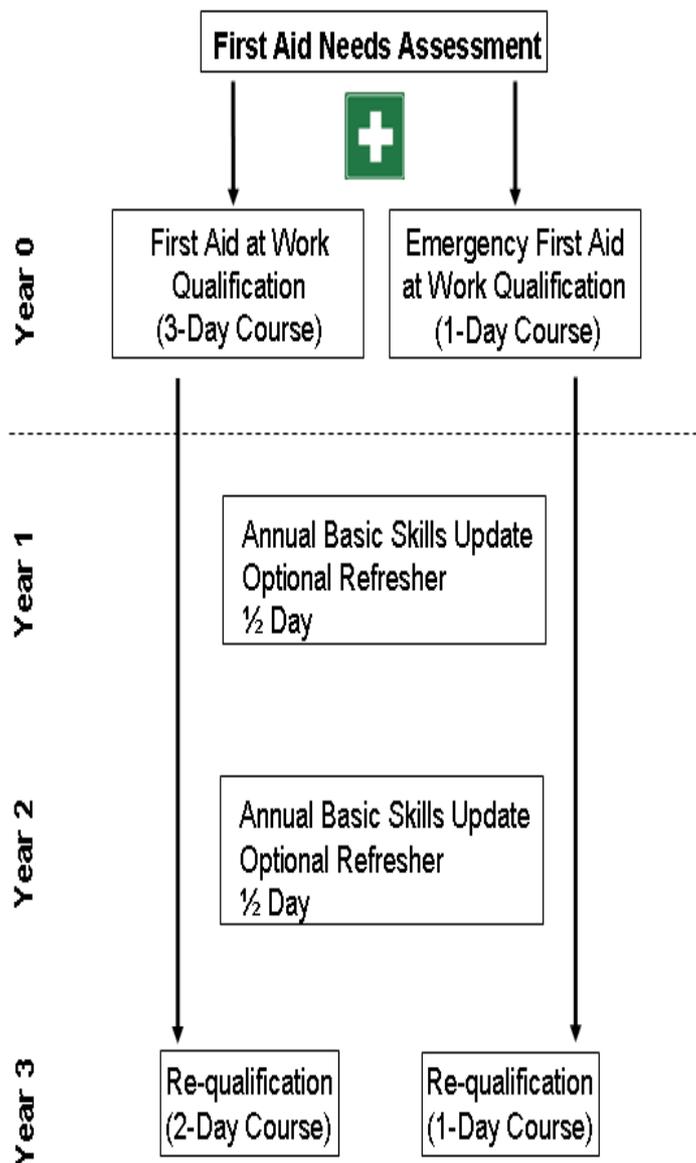
### Off-site visits and activities

Before undertaking any off-site activities, the Head teacher (or nominated EVC) should assess what level of first-aid provision is needed. Schools should refer to the EVOLVE requirements and contact the Outdoor Education Team for advice and guidance.

### Records

Once the levels of provision have been identified and the initial training completed the school / site will need to keep copies of the training certificates and program the refresher dates in to the diary. It is essential the school / site keep the level of trained staff in line with their needs assessment.

First aid training is usually deemed as valid for 3 years, but there are optional refresher courses that staff can undertake, the flow chart on the next page shows this process for the FAW and EFAW qualification.



## First Aid Policy

Headteachers/Responsible Managers are responsible for writing and putting into place the first aid policy. They must inform all staff (including those with reading and language difficulties) of the first-aid arrangements i.e. who their first aiders are, how to contact them and that there are agreed procedures in place for dealing with all kinds of emergencies, including those in isolated areas such as playing fields. First aid notices must be clearly displayed giving information on the names and location of first aiders and the location of first aid equipment.

Arrangements can be documented in the school's H&S policy or in a standalone policy. A model 'First Aid Policy' template can be found appendix 3. The Head teacher should also make sure that parents are aware of the school's H&S policy including arrangements for first-aid.

## Insurance

Hampshire County Council has extended its in-house insurance arrangements to cover employees who are recognised as First Aiders. This cover is provided for first aid provision that is given to

employees, service users, pupils, visitors and members of the public. Employees must have passed the level of required training and be giving first aid as part of their County Council duties.

## **Reporting and Retention**

Information about first aid treatment given should not be recorded on the Accident Book Form but recorded locally and as a minimum include:

- Name of injured person
- Name of the qualified/emergency/school/pediatric first aider or appointed person
- Date of accident
- Type of accident
- Treatment provided

Local arrangement should be in place for accompanying children and vulnerable persons to hospital and for contacting parents /guardians.

Copies of records of first aid performed on staff members and of the first aid needs assessments should be kept for a minimum of seven years. In the case of first aid records for children and young persons, these should be retained for 25 years after their date of birth. Any information kept on individuals must follow the requirements for Data Protection

## **First-aid Accommodation**

There must be provided suitable and sufficient accommodation for first-aid according to the assessment of first-aid needs. The Schools Premises (England) Regulations 2012 require every school to have suitable accommodation that can be used for medical treatment when required. The area must include a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but should be appropriate for that purpose and readily available for use when needed. However, first-aid facilities may need to be made available quickly.

## Medical Room & Equipment

The Schools Premises (England) Regulations 2012 require every school to have suitable accommodation that can be used for medical treatment when required.

The area must:

- Be identified with the white cross on green background symbol
- Be clean and ready for immediate use
- Be appropriately stocked
- Have hand-washing facilities available
- Be close to toilet facilities
- Be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- Where practical be sited on the ground floor
- Lead to a suitable external exit route
- Have some form of emergency lighting where necessary.

All establishments/settings will need at least one first aid kit to meet immediate needs. Each kit should be placed in a clearly identified and readily accessible location. Additional provision should

be made in particularly hazardous areas e.g. workshops, laboratories, sports halls, kitchens, vehicles, minibuses etc.

First aid kits should be made of a suitable material designed to protect the contents from damp and damage and should be easily identified as a First Aid container. The markings used should be a white cross on a green background as required by regulations.

The contents should be regularly checked and if necessary re-stocked by a nominated person, usually the first aider or appointed person (a record, including dates, needs to be kept of re-stocking, ideally in or on the container). The school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. A checklist for first aid kits is available in Appendix 4.

### Defibrillators

Currently it is not a requirement for all HCC schools to have Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment.

Schools who decide to purchase a defibrillator will need to train sufficient numbers of first aiders in its use, ensure that the AED is available at all times and ensure that the defibrillator is maintained in accordance with manufacturers instructions. Please refer to DFE guidance for schools on AEDs for further information.

### Hygiene & Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Schools are to ensure that domestic and clinical waste is segregated, in accordance with HCC policy. Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

### Reporting Accidents and Incidents

All incidents, accidents, near-misses, dangerous occurrences and work-related ill health events must be reported and recorded in accordance with CSHST procedures.

In an emergency, the Head teacher or teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child or telephoning the parents.

## **FURTHER GUIDANCE**

Department for Education - First Aid In Schools guidance:

<https://www.gov.uk/government/publications/first-aid-in-schools>

Department for Education - AED's In Schools guidance:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

## Appendix 1

The table below is HSE's general guide on how many first-aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a work place it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number & type of first aid staff to be available on site at any time
<b>Lower Hazards</b> e.g. offices, shops , libraries	Less than 25	An appointed person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof.
<b>Higher hazards</b> e.g. light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	more than 50	One additional first aider for every 50 persons or part thereof

The second table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations the level of provision will be very different dependent on the risk.

		Secondary School – 1588 pupils and 150 staff	Primary School – 320 pupils and 26 staff	
<b>First-aid personnel</b>	<b>Required Y/N</b>	<b>Number needed</b>	<b>Required Y/N</b>	<b>Number needed</b>
<b>First-aider with first aid at work (FAW) Certificate</b>	Yes	At least 3 on duty at all times people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision	No	0
<b>First-aider with an emergency first aid at work (EFAW) certificate</b>	No	0	Yes	At least 1 on duty at all times while people are at work.
<b>First-aider with additional training (specify)</b>	Yes	Indicates first-aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider AED training.	Yes	Indicates first-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFA qualified staff or alternatively staff can be trained in paediatric first aid.
<b>Appointed person</b>	No	0	No	0
<b>First-aid equipment and facilities</b>	<b>Required Y/N</b>	<b>Number needed</b>	<b>Required Y/N</b>	<b>Number needed</b>
<b>First-aid Container</b>	At least 3	In locations easily accessible to the whole school	At least 2	Locations easily accessible across the school
<b>Additional equipment (specify)</b>	AED	May be required if number of pupils/staff with history of cardiovascular problems.	No	0
<b>Travelling first-aid kit</b>	Yes	At least 1 per vehicle	No	0
<b>First-aid room</b>	Yes	1	Yes	1

## Appendix 2

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Calmore Infant School
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>Trips and falls for children at play (lunch &amp; playtime) and during P.E sessions. Trips &amp; falls for adults and children when equipment not put away properly. Inappropriate behaviour between children</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>No specific risks to children, cleaning staff have a risk due to working with cleaning fluids. Caretaker undertakes COSHH risk assessments for cleaning materials. Staff are made aware of risk assessments.</i>
3	Are large numbers of people employed on site?	<i>Total number of individuals approx. on site 180 children, 30 adults in school. 8 adults and max 50 children in pre-school. School has first aider and appointed persons for school. Pre-school have own first aid cover.</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Accidents – mainly in playground when running and falling when playing.</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>Young children with little special awareness, SEN children with poor motor skills.</i>
6	Are there clients or service users on the site who may need first aid?	<i>Children in school.</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>First Aiders on site during school day, from 8.15, all lunch time staff trained in first aid. Office staff remain at school at end of day, with first aid training.</i>
8	What is the site layout and will the layout require additional first aid cover for	<i>One level, first aiders in all year groups to ensure access to first aid is instant.</i>

	separate buildings or floors of a multi-storey building?	
9	Do you have any work experience trainees?	<i>Sometimes, they have their own health and safety risk assessment and induction.</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Sometimes work experience students or secondary school students (who come with a tutor)</i>
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The core hours of the day (8.45 – 3.00) are the busiest, that is when most of the first aiders are in too.</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Lunch time staff take over the responsibility for first aid to cover for staff breaks.</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>Junior school on site, however we remain responsible for our first aid provision.</i>
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Doctors sites in Totton, ambulance stations are in Southampton.  Southampton General Hospital is 7 miles away.</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Caretaker and cleaners work in holiday, procedures in place to main other people aware that they are in school.</i>
16	Do you have service users aged five years of age or younger?	<i>Yes -Early Years Foundations Stage; we have adequately trained paediatric first aid trained staff always present on site and trips if five year olds or younger children are on site</i>
17	Do members of the public visit your premises?	<i>For concerts, parents eve etc. School first aiders are on site at all times.</i>
18	Do you have any employees with reading or language difficulties?	<i>No</i>

**Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.**

<b>Part 2</b>	<b>SUMMARY OF REQUIRED FIRST AID PROVISION</b>	
Name of Premises/Organisation/School	Calmore Infant School	
<b>Level of First Aid Staff (Type of Provision)</b>	<b>Numbers of Staff Required to be on Site at Any Time</b>	<b>Numbers to be Trained to Meet On-Site Requirement</b>
Qualified First Aider	1	
Emergency First Aider	At least one on duty at all times 11 staff trained	
School First Aid Trained		
Paediatric First Aid Trained	2	
Appointed Person	0	
Other: (Please specify)  <i>(Note: This is not to include any training requirements for medicine administration)</i>		
<b>First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of First Aid Kits</b>
<u>Yes</u> / No	2	First Aid Rm, Playground
<b>Travel First Aid Kits</b>	<b>Quantity Required</b>	<b>Locations of Travel Kits</b>
<u>Yes</u> / No	3 per class	Stored in First Aid Rm ready for trips
<b>First Aid Rooms/Areas</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>
<u>Yes</u> / No	1	By Office
<b>Defibrillator / Additional Equipment</b>	<b>Quantity Required</b>	<b>Locations of Rooms</b>
<u>Yes</u> / <u>No</u> (list)	0	
<b>First Aid Needs Assessment Completion</b>		
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate	
One member of lunchtime staff has a paediatric first aid certificate. One LSA in Yr R also has a paediatric first aid qualification.		

<b>Name of manager</b>		<b>Signature of manager</b>	<b>Date</b>
Sarah Willes			11.10.16
<b>Assessment reviews</b>		Set future review dates & sign/comment upon completion	
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>



## Calmore Infant School First-Aid Policy

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**Adapted from Children's Services and Safety Team**

**Version 1 – October 2014**

<b>Name of Unit/Premises/Centre/School</b>	Calmore Infant School
<b>Date of Policy Issue/Review</b>	11.10.16
<b>Name of Responsible Manager/Headteacher</b>	Sarah Willes
<b>Signature of Responsible Manager/Headteacher</b>	

<b>Introduction</b>	
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## **Policy Statement**

Calmore Infant 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 at Calmore Infant School is held by Nicky Cowcher 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
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) 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

<b>First Aid Training</b>	
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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 Calmore Infant School there are 0 school first aid trained staff who are as follows:

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

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

At Calmore Infant School there are 9 emergency first aiders who are as follows:

- Sarah Willes
- Jenny Houghton
- Maria Jeffries
- Brigitte Williams
- Susie Chafer
- Jo Gelder
- Linda Bascomb
- Sharon Toombs
- Karen Doling

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 Calmore Infant School there is 1 qualified first aider as follows:

- Julie Watkinson

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 (e.g. first aid kit inspections).

**Paediatric First Aid Trained Staff**

At Calmore Infant School there are 2 paediatric first aid trained staff who are as follows:

- Mrs Cath McDevitt
- Mrs Kate Hopkins

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

<b>First Aid Provision</b>	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- One main, one lunchtime and 6 mobile first aid kits on the premises
  - These first aid kits will be situated at office, playground (at lunchtime)...

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 6 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the school server Health and safety File.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Child's bed, running water, first aid kit, telephone, chair etc

<b>Emergency Arrangements</b>	
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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 of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- is a head injury (via note home) or phone call if severe

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

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 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 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.

<b>Out of hour and Trips</b>	
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The first-aid arrangements for all school managed and organised after school activities (parents 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.

The first-aid arrangements for school organised trips/visit are included in 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.

<b>Records</b>	
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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 4

### CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

#### First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
<b>Location of First Aid Kit/Box</b>				
<b>Vehicle &amp; Registration No.</b> <i>(if applicable)</i>				
<b>Identity No. of First Aid Kit/Box</b> <i>(if applicable)</i>				
<b>Date of Initial First Aid Kit/Box Check</b>				
<b>Name of Assessing First Aider</b>				
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		

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

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  
*Quantities are to be locally inserted before the form is issued or used*  
**Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit