RUDGWICK PRIMARY SCHOOL
First Aid Policy

Inspire - Believe - Achieve

Our Mission:

At Rudgwick Primary School, our mission is to provide a happy, fun, safe place, where kindness shines through and where:

- Excellent teaching and a wide range of experiences inspires a love for learning and a curious mind;
- Everyone is valued and respected and feel that they belong;
- Individual strengths and talents are nurtured and celebrated and children believe in themselves and, through strong friendships, each other;
- A growth mind set is encouraged, mistakes are seen as learning opportunities and confident, resilient learners grow;
- Children are successful learners who, through both independence and collaboration, can make progress and achieve to their full potential.

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Date for review: January 2028	**Frequency or review**: 3 years

Provision of First Aid

Rudgwick Primary School will provide first aid for staff, pupils and visitors. Contractors who work on site must provide their own first aid. First aid must be available at all times when people are on site, and to groups who are doing off-site activities or are otherwise in RPS's duty of care.

First Aid Personnel

There are three first aid qualifications, and a fourth unqualified role:

1. **A First Aider trained in First Aid at Work (FAW)** is someone who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.

2. **A First Aider trained in Emergency First Aid at Work (EFAW)** is a person who has successfully completed an approved 1 day course in first aid. This level of training is only suitable for low-risk workplaces with small numbers of people. Certificates are valid for three years.

3. **A First Aider trained in Paediatric or Early Years First Aid** is a person who has successfully completed a 2 day training course specializing in first aid for children aged up to 5 years. Certificates are valid for three years. This qualification is required in addition to other first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years.

4. **An Appointed Person** is a person who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified first aider is absent in temporary and exceptional circumstances. The appointed person's role is to call the emergency services when required, and to look after the first aid equipment and facilities. While there is no statutory requirement for Appointed Person's to have training, it is recommended that they are provided with sufficient instruction to understand the duties they are expected to undertake, and that they should not attempt to give first aid for which they have not been trained unless there is no other suitable trained person available.

Qualifications and Training

All appointed first aiders, must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation:

- Health and Safety at Work training providers must be approved by the Health and Safety Executive
- Emergency First Aid at Work training providers must be a recognised Awarding Body of the Qualifications and Curriculum Authority
- Paediatric/ Early Years First Aid training providers must be approved by the Local Authority.

Courses may be booked through the health and safety team. First aid courses arranged by the health and safety team for staff in primary schools are

specifically designed for the primary sector age range. If educational establishments intend to seek first aid training elsewhere, they should ensure that the providers meet the above requirements and that the course will suit the age of the establishment occupants.

Refresher Training
Although certificates are valid for three years, the Health and Safety Executive strongly recommends that first aid providers receive annual refresher training. Three hour refresher courses can be booked through the Health and Safety Team.

How Many First Aiders
The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out. There must be a sufficient number of first aiders, strategically located to ensure that assistance will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during foreseeable absences such as sickness, and to accommodate educational visits and sporting fixtures. First aid duties can be shared between qualified staff, provided the appropriate level of provision is maintained.

The following table shows the Local Authority's minimum levels for schools, colleges, special support units and pupil referral units. Split site establishments must apply these criteria to each site. The actual number necessary for RPS is:

Number of children	**100-299**
Minimum number of first aiders (FAW)	**1**
Minimum number of first aiders (EFAW)	**2**

Children Under Five
In establishments providing education or care to children under five, there must always be at least one person with a paediatric / early years first aid certificate on the premises and accompanying off-site groups. This qualification is additional to the requirements above. Nursery schools can substitute the requirement for people with EFAW in the table above with people holding the paediatric/early years first aid certificate.

Contacting First Aiders
The Headteacher must ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices should be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings. Unaccompanied visitors will also need to be informed when they sign in.

Appropriate Practice
First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

The current first aid manual is the 11th edition published by Dorling Kindersley Limited in 2021 (ISBN 1-9780241446300).

Indemnity
WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Calling the Emergency Services
It is recommended that you complete 'Form 1' from *Managing medicines in Schools and Early Years Settings* (see link below), and display this as an aide-memoir for staff that may be required to call the emergency services.

Pupils with Medical Conditions
First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare a health care plan for such pupils. Pupil health care plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

Medicines
Schools must keep records of any medicines that are administered by school staff. These records must also be available to first aiders, and if a pupil who has received medicines is referred for further treatment or assessment, or emergency medical treatment, a record of any medicines administered that day must be provided to the medical practitioners.

First Aid Materials, Equipment and Facilities
There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

First Aid Kits
The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. High-risk areas such as laboratories and workshops should have their own first aid kits, and kits should be immediately available on playing fields. Very large or split site establishments will need sufficient kits to ensure they are readily available across the entire site.

First aid kits are stored in a robust bag designed to protect the contents from damp and dust.

There are no particular items that must be kept in a first aid kit, but as a guide there should always be at least:

- a leaflet giving general guidance on first aid
- several pairs of disposable gloves
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm).

If tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. These have a limited shelf life and need to be replaced periodically. (Laboratories have different arrangements for eye irrigation, see the WSCC Health and Safety Information for Science CD-ROM).

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid kit. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

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

If scissors are put into a first aid kit, they must be blunt-ended. Do not keep antiseptic creams, lotions, or any type of medication or drug in a school-based first aid kit.

Medical Accommodation
Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. It must be well lit and also contain a

washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- A range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used (this is kept in an adjacent room to ensure it can be accessed at all times);
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given (this is kept in an adjacent room to ensure it can be accessed at all times);
- a current edition of the First Aid Manual;
- a copy of the Health protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

Educational establishments other than schools are not normally required to provide medical accommodation.