

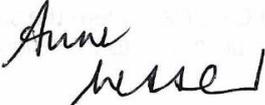


**INSPIRING BELIEF  
in God and one another**



**ST RICHARD'S  
SCHOOL**

# First Aid Policy

<b>DATE APPROVED BY THE LAT</b>	September 2020
<b>DATE APPROVED BY THE LAC</b>	October 2020
<b>REVIEW DATE</b>	October 2022
<b>Signed Headteacher</b>	
<b>Signed Chair of LAC</b>	

## Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
  - in each other – through motivation and teamwork
  - in the children – through showing them their potential
  - in the parents – through building trust by results
  - in God to all – through our whole lives
- 
- We believe in looking out for everyone  
We put safety first and we do all we can to ensure that all needs are met.
  - We believe in working together  
We act like a family who support and motivate one another.
  - We believe in aiming for the best  
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
  - We believe in looking to the future  
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

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## **1. First aid qualifications and training**

First Aiders must complete a training course approved by the Health and Safety Executive (HSE); this is usually a four-day intensive course. It should be noted that standard first aid at work training courses do not include resuscitation procedures for small children; separate arrangements for paediatric first aid training must be made. All first aid training must be arranged with an HSE-approved training organisation via HR Direct.

Training certificates are valid for three years. Refresher training (including re-testing) should be arranged through HR Direct up to three months before the certificate expires. The new certificate will take effect from the date of expiry. If the certificate expires, the individual will have to undertake another full course of training to become a First Aider. The Academy must keep a record of First Aiders and certification dates, which should be provided to the LDBS Academies Trust on an annual basis.

## **2. The risk assessment**

The risk assessment should cover:

- The number of First Aiders and Appointed Persons needed.
- The numbers and locations of first aid containers and their content.
- Arrangements for offsite activities/trips.
- Out-of-hours arrangements.
- Additional first aid provision if there is more than one building.
- Number of First Aiders needed to provide adequate cover on each floor on a split-level site and outlying buildings, and on each site of a split-site school, etc.
- Age range of pupils, clients, staff and visitors.
- Nature of activities and associated risks.
- Employees or pupils/children with special health or educational needs.
- Location in relation to emergency services.
- How many First Aiders are needed?

There are no rules on exact numbers. Consideration should be given to the likely risks to service users and visitors, as well as employees, when deciding on the number of First Aiders, based on a 'suitable and sufficient risk assessment.'

## **3. First aid containers – contents, location and number**

- The risk assessment should indicate the number of first aid containers needed.
- There should be at least one fully-stocked first aid container for each floor.
- First aid boxes should be sited near hand washing facilities, where possible.
- Additional first aid containers will be needed for split sites/levels, distant sports fields or playgrounds, and any other high-risk areas and any offsite activities.
- All first aid containers must be marked with a white cross on a green background.

A checklist for the minimum contents of a first aid box is at the end of this document.

A risk assessment may indicate that there is a need for additional materials and equipment, for example:

- Scissors
- Adhesive tape
- Disposable aprons

- Individually-wrapped moist wipes; these may be kept in a separate container near the first aid container if there is room.

No tablets or other medications should be kept in the first aid container or dispensed by the First Aider.

#### **4. Travelling first aid containers**

Where there is no specific risk identified, the HSE recommend a minimum stock of first aid items for travelling first aid containers. These are listed at the end of this document.

#### **5. First aid accommodation**

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. Schools should consider using this room for administering first aid whenever possible.

#### **6. Hygiene / infection control**

Risk of infection can be substantially reduced by following a few straightforward principles:

- First Aiders should take appropriate precautions to avoid infection and must follow basic hygiene procedures.
- They should have access to single use disposable gloves and washing facilities and take care when dealing with blood, body fluids and disposing of dressings or equipment.
- Hands should be washed in warm running water with a mild liquid soap and then dried with a hand dryer or paper towels (to be thrown away after use).
- Cover all cuts and abrasions with sterile waterproof dressings.
- Wear disposable latex or plastic gloves when handling blood or body fluids.
- Any skin contaminated with blood or body fluids needs to be washed immediately with soap and water.
- Cleaning of minor spillage of blood or body fluids should be undertaken using the appropriate disinfectant.
- Contaminated material along with used disposable latex or rubber gloves should be placed in securely sealed plastic bag and disposed of according to local arrangements.

#### **7. Contents of first aid container**

All first aid containers must be marked with a white cross on a green background.

Minimum provision of items would be:

- A leaflet giving general advice on first aid
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings

- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- One pair of disposable gloves.

A risk assessment may conclude that there is a need for additional materials and equipment; for example, scissors, adhesive tape, disposable aprons, or individually-wrapped moist wipes. These may be kept in the first aid container if there is room.

However, please note, tablets and medications should not be kept in the container.

## **8. Travelling first aid containers**

Where there is no special risk identified, the HSE recommends a minimum stock of first aid items for travelling first aid containers:

- A leaflet giving general advice on first aid
- Six individually-wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing (approximately 18cm x 18cm)
- Two triangular bandages
- Two safety pins
- Individually-wrapped moist cleansing wipes
- One pair of disposable gloves.

## Appendix 1

<b>Emergency Number(s)</b>	999 101 111 – Covid-19 related
<b>Address for emergency services</b>	
<b>Name of First Aider(s)</b>	<p><b>First Aid at Work</b> Linda Murray                      Office/Dinning Hall/Ext 700/701</p> <p><b>Paediatric First Aid</b> Agnieszka Wojtas                      Office/Ext 702 Angela Bland                      EYFS Vita Siddiqui                      EYFS Laura Dobson                      Extended Day Care/Dinning Hall/Meeting Room Justine Shea                      Ocean Centre Hall/Garden Bridget Cooke                      Ocean Centre Atlantic Class Lisa Conroy                      Ocean Centre/Lunch hall/Playground Toni Hopkins                      Ocean Centre/Atlantic Class Elizabeth Hammond                      Ocean Centre/Pacific Class Janice Powers                      Infant Lunch Hall/Playground Sabah Uppal                      Infant Lunch Hall/Playground</p> <p><b>Emergency First Aid at Work</b> Samantha McGregor                      KS2    Years 3/4 Linda Pogson                      KS2    Years 5/6</p>
<b>Contacting First Aider(s)</b>	
<b>Name of Appointed Person(s)</b>	Agnieszka Wojtas
<b>Contacting Appointed Person(s)</b>	School office ext 702
<b>Site Specific Hazards / Risks</b>	
<b>Specific Pupil / Staff needs</b>	Information kept on Arbor
<b>First Aid Box(es)</b> <b>Maintained by:</b>	Number: 15 plus PPE equipment in every classroom. Location(s): All classrooms, School Office, Kitchen, Premises Manager's Office, 2x Playground First Aid Boxes

<p>Agnieszka Wojtas and Linda Murray</p> <hr/>	
<p><b>Travelling First Aid Container</b></p> <p><b>Maintained by:</b></p> <p>Agnieszka Wojtas and Linda Murray</p> <hr/>	<p>Number: 4</p> <p>Location(s): Kept in school office until needed</p>
<p><b>Location of First Aid Room(s)</b></p>	<p>School Office</p>
<p><b>Treatment Record Book</b></p>	<p>Location: On school server in T Drive under Accident/Medicine Report Form.</p> <p>Use: All first aiders</p>
<p><b>Accident Record Book</b></p>	<p>Location: On school server in T Drive under Accident/Medicine Report Form.</p> <p>Use: Admin staff</p>
<p><b>First Aid Notices</b></p>	<p>Location(s): School Office, Staff Room, Kitchen and Class Rooms</p>
<p><b>How are First Aid procedures monitored and reviewed?</b></p>	<p>Each term medical boxes are checked and updated.</p> <p>Each year the care plans are reviewed with parents. Any updates are made as and when necessary.</p> <p>First aid certificates are renewed every 3 years.</p>
<p><b>Date of last risk assessment</b></p>	<p>December 2019</p>
<p><b>Date for next risk assessment</b></p>	<p>October 2021</p>

