



# Redcastle Family School: First Aid Policy

<b>Formally adopted by the Governing Body of:</b>	<b>Redcastle Family School</b>
<b>On:</b>	
<b>Signed by Chair of Governors:</b>	<i>Mrs M Eade</i>
<b>Last updated:</b>	<b>Nov 2023</b>
<b>Review date:</b>	<b>Annually</b>

## Introduction

Redcastle Family School must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitor. This also includes providing first aid to pupils as well.

## What does First Aid include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help. First aid does not normally include giving medicines.

## Responsibilities

The Headteacher, Mr Julian, must see that appropriate first aid provision is made for all staff. This will be via a delegated set of staff who are responsible for specific duties and actions outlined in this policy. Please see section 6 for a full list of those responsible for First Aid at Redcastle Family School.

## First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*. Please see Appendix 1 for Redcastle Family School's specific First Aid Risk assessment.

## How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. Please see Appendix 1 for Redcastle Family School's specific First Aid Risk assessment.

## Types of first aid personnel

According to the findings of your first aid needs assessment, you will need to provide appropriate first aid personnel. Redcastle Family School expects only designated, trained members of staff to administer first aid. Where appropriate they may call on others to support in the process in an emergency. We recommend that during serious incidents emergency first aid is administered in pairs and overseen by a member of the administration team or SLT. The role of other staff is to ensure appropriate cover and communication is provided to ensure all children are kept safe during the time of an incident.

## First Administration Staff

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The role of an administration staff is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. Roles and Responsibilities are identified within Appendix 2

Equipment & Record keeping staff:

Mrs Jobbins

Miss Stannard

Mr Wicks (P.E.)

### Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

Emergency First Aid at work staff:

Mrs Akhaei

Mrs Armstrong

Miss Bell

Miss Bell

Mrs Boone

Mrs Boslem

Ms Caldeira

Mrs Catchpole

Mrs Clouston

Mrs Cooper

Mr Dennis

Mrs Dennis

Mrs Dives

Mr Dorrell

Mrs Gilmore

Mrs Hibbert

Mrs Keeling

Mrs Korenova

Mrs Langford-Hodges

Miss Meliauskaite

Mrs Newton

Miss Newton

Mrs Price

Mrs Slattery

Mrs Stimpson

Mrs Wright

Mrs Robinson

### First Aider

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First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

First Aid at Work staff:

Mrs Denty  
Mrs Jobbins  
Mr Julian  
Mrs Paynter  
Mr Stansfield  
Mr Wicks

### Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

Paediatric First Aid staff:

Miss Stannard  
Mrs Jobbins  
Mrs Talbot  
Mrs Brand

### First aid kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The list below has been identified for appropriate use at Redcastle Family School by completing the First Aid assessment (Appendix 1)

### **FIRST AID BOX – CONTENTS (Classroom & Travel)**

- 2 Ice Packs
- 2 Vomit Bags
- 10 Antiseptic Wipes
- Assorted Plasters
- 5 Aprons
- Nappy Bags
- 5 Face Masks
- 2 x 10 x 10cm Dressings
- 4 x 5 x 5cm Dressings
- 1 Large Dressing
- 1 Medium Dressing
- 2 x 5 pack of swabs
- 1 pair of scissors
- Microporous Tape
- HSE Leaflet

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- Safety Pins

### **FIRST AID BOX – CONTENTS (SUPPLEMENTARY OFFICE BOX)**

- 4 x 10 x 10cm Dressings
- 4 x 5 x 5cm Dressings
- 2 Large Dressings
- 2 Medium Dressings
- 2 Eyepads
- Triangular Bandage
- 4 x 5 pack of swabs
- Absorbent gauze
- Scissors
- Microporous Tape
- 10 x Wound Closures
- Pair of Scissors

### Medication

First aid does not include administering medication. Redcastle Family School expects that medication is not kept in first aid kits. Please our policy on administering medication.

### First aid rooms

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries. Redcastle Family School has a first aid room located in the reception of the office. This room can be utilised for pupils and staff as required.

As part of their assessment of an incident, the first aider must decide whether to move the individual to an appropriate space for treatment (medical room or safe space if this move would add further harm to the individual). If the injuries / assessment do not allow the individual to be moved, then the first aider must call for assistance from medical administration team, who will bring the relevant equipment to the point where the incident occurred. In this instance, a member of the SLT must also be notified by the medical administration team to support the incident as required.

### Managing the risk of COVID-19 when providing first aid treatment

The overall risk to first aiders of contracting COVID-19 from a casualty is low, particularly where they are fully vaccinated.

While there as increased risk of transmitting COVID-19 from performing CPR, the risk is small compared to the risk of not taking action. Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxia arrest), making ventilations crucial to the child's chances of survival.

Head teachers are advised to check that staff who undertake a first aid role are comfortable and willing to continue in the role and that they do not have any personal risk factors that means they

should not do this. They should also specifically check if they are willing to perform mouth-to-mouth ventilation particularly for children.

Where close contact is needed in order to treat the person:

Respiratory Infection – PPE guidance should be followed where close contact is required.

Cardiopulmonary Resuscitation

The Resuscitation Council UK strongly promotes CPR (and use of defibrillators where available) as these are critical to saving lives.

The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.

It is acknowledged that you may not have had the opportunity to put on PPE. If you perform mouth-to-mouth ventilations, use a resuscitation face shield where available.

Reducing the risk when carrying out CPR in adults

If the rescuer is not willing or able to perform CPR, they can place a mask or cloth over the person's mouth and nose and attempt compression only CPR until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.

After providing first aid, the first aider should wash their hands thoroughly with soap and water; or use hand sanitizer and where CPR was performed, be vigilant for symptoms or respiratory infection for the following 10 days.

### Implementing site arrangements

Your provision should be enough to ensure that first aid can be administered without delay and be available at all times. Schools should ensure that they have arrangements in place to ensure that:

- Staff are aware of the PPE that must be worn when administering first aid to people showing signs of respiratory infection (outlined in the Infection Control Compliance Code) and received instruction in how to put on, take off PPE and dispose of it.
  - Appropriate first aid procedures and requirements that are outlined in the Infection Control Compliance Code and understood and implemented
  - First aid equipment including PPE is regularly checked and re-ordered.
  - Parents/carers are contacted as soon as possible in the event of a serious injury.
  - In the case of first aid treatment or response, inform parents or carers of any accident or injury sustained by the pupil on the same day, or as soon as reasonably practicable, of any first aid treatment given.
  - Report incidents requiring first aid treatment using the online Incident Reporting System applying the criteria set out in Introduction to Incident Reporting G601e.
- Notify [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk) as soon as possible in the event of a serious incident in connection with the settings activities.

### Communication information

You should inform employees, pupils (and other site users) of your first aid arrangement's, including the first aid policy and location of:

- Equipment
- Facilities
- First aiders or appointed person

They should know how to contact a first aider or appointed person urgently should the need arise. The information should be clear and easy to understand and shared with employees, pupils, contractors and visitors to the school or college as appropriate.

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A simple method of keeping employees informed is to display first aid notices. A least one notice in a prominent position at each main block/building of the site is recommended. Schools can also develop procedure for informing staff in consultation with employees or safety representatives. The inclusion of first aid information during induction training will help make sure new employees are made aware of first aid arrangements.

## 10. Recording first aid treatment

Redcastle Family school recognises It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

The form [First aid record of treatment \(confidential when completed\) Form F608a available on Infospace](#) is used to record first aid treatment in staff. Copies of completed forms, on paper or electronic, are confidential and will always be stored securely.

An example of pupil accident logs is shown in Appendix 3.

Communication of first aid incidents must be shared with parents, this should occur through teaching staff or administration staff. If the incident is serious enough to warrant further or emergency medical attention, then it is the job of the first aid responders to communicate this to the parent/ guardian and make a record of this in their incident logs.

### **Protocol for reporting, recording and communicating First Aid to children:**

1. First Aid incident occurs: Staff locate first aider (FA) by a) those in close proximity, b) radio call for areas outside of classrooms c) phone call to office.
2. First aid incident is assessed by a qualified FA. FA then identifies whether incident is major or minor (See definition in policy above). Head injuries will also be dealt with in this manner however, there is a different approach to communicating first aid attention for this.
3. **Minor incidents** are treated by FA and recorded using Eduspot form. (All sections completed apart from communication to parents).
4. **Major incidents** will either require parents to arrive at school or communication with emergency services. The first aider will complete first aid with support of other first aiders. They will remain with casualty until treatment is completed or taken over. They will agree the appropriate actions using the training they have been given.  
**They will communicate directly with the parent/ emergency services and be ready to record this in detail on the accident report form on Eduspot.**

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5. **Communicating minor incidents** (not including head injuries) **All staff responsible for recording first aid must have done so by 3:00 p.m. at the latest each day.**

At 3:00 pm Office staff will check the day's list and send out generic message to parents of children informing them that minor first aid has been completed. Parents are then able to ring the school to check on details if they wish.

6. **Head injury incident.** Any incident that requires first aid to the head area must be recorded and communicated in the following way: The incident should be assessed as with steps 1-4. If the injury is to the head then the FA must inform the office who will then take responsibility for communicating this to the parents. **FA must still compete this on Eduspot.** The office will then check the communicated to parents box on the first aid form once the information has been shared.

## Appendix 1 First Aid Assessment

Our approach to first aid provision and the terms used in the form below are explained in our document: *First Aid Compliance Code, P608*. You should complete the form below, considering the guidance provided, and commenting on the circumstances of your own workforce/workplace. At the end of the form there is space for you to record your decisions on the numbers and types of first aid personnel and first aid equipment that you will need.

You may find the case studies in the Health and Safety Executive document: [First aid at work The Health and Safety \(First-Aid\) Regulations 1981 Guidance on needs assessments](#) helpful in determining the level and nature of first aid provision that you will need.

Name and address of premises /site		
Factors	Guidance	Comments (box is expandable)
Does your workplace have low level hazards such as those that might be found in offices?	The minimum provision is: - an appointed person to take charge of first aid arrangements - a suitably stocked first aid box	Yes- See RFS FA Policy for specific arrangements.
Does your workplace have higher level hazards such as chemicals or dangerous machinery?	You should consider: -providing first aiders -providing suitably stocked first aid boxes -the precise location of first aid equipment -informing the emergency services of specific hazards in advance	Yes- See RFS FA Policy for specific arrangements.
Do your work activities involve special hazards such as working at height, working with acids or in confined spaces?	You should consider: -providing first aiders -additional training for first aiders to deal with injuries resulting from special hazards -additional first aid equipment -the precise location of first aid equipment -providing a first aid room -informing the emergency services of specific hazards in advance	Yes- See RFS FA Policy for specific arrangements.

**The nature of the workforce**

The particular needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems, where known (eg asthma, diabetes, peanut allergy, epilepsy or a history of heart disease), should be addressed

How many people are employed on site?	<p>Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking more high-risk tasks such as maintenance work.</p> <p>This is a general guide to first aid personnel requirements. It should be balanced against the other factors applicable to your premises / operations.</p> <p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"><li>– an appointed person to take charge of first-aid arrangements;</li><li>– a suitably stocked first-aid box.</li></ul> <p>Where there are large numbers of employees, ie more than 25, even in low- hazard environments, you should consider providing:</p> <ul style="list-style-type: none"><li>– first-aiders;</li><li>– additional first-aid boxes</li></ul>	40 Staff on site 235 Children Provision 20EFAW 1 FAW – Updated to 5 Summer 2021
Are there any inexperienced workers on site, or employees with disabilities or particular health problems?	<p>You should consider:</p> <ul style="list-style-type: none"><li>– additional training for first- aiders;</li><li>– additional first-aid equipment;</li><li>– local siting of first-aid equipment.</li></ul> <p>Your first-aid provision should cover any work experience trainees</p>	N/A- EFAW all allocated to specific areas of school for ease of access if required.

What is your injury / ill health record (i.e. what injuries / illness has occurred and where)	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	See Medical Accident Log.
Do you have employees who travel a lot, work remotely or work alone?	The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Are your communications arrangements appropriate?	Yes- Please Remote working policy.
Do any of your employees work shifts or out of hours?	You should ensure there is adequate first-aid provision at all times people are at work.	No
Are the premises spread out, e.g. are there several buildings on the site or multi floor buildings?	You should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such that additional provision would be unnecessary. If you have a multi-floor building you should consider how many first-aiders or appointed persons will be required to give adequate provision to employees on each floor. You should also consider employees who work in self-contained areas and how their needs are assessed and met.	Yes- First aid facilities are spread around site and allocated to classroom or all working areas.
Is your workplace remote from emergency medical services?	If you are remote from emergency medical services you may need to consider emergency transport arrangements should an incident occur. Consider too how employees can summon help – do they have easy access to a phone?	No

<p>Do any of your employees work on shared / multi occupied sites, occupied by other employers or other sections of NCC?</p>	<p>You can either decide to make separate provision for your employees, or you may wish to have an agreement whereby one of the employers / partners takes responsibility for all the first aid facilities. If you have the situation where another employer / partner is taking care of the first aid provision you need to fully explain your identified hazards and risks to them so that you can be satisfied that the provision is adequate for your needs. A written agreement is always recommended to help avoid misunderstandings</p>	<p>No</p>
<p>Do you have sufficient provision to cover absences of first aiders or appointed persons?</p>	<p>It is essential to ensure first aid cover is available at all times people are at work. You need to ensure that there is cover for both planned and unplanned absences of first aid personnel. Remember to cover situations such as lunch breaks, planned annual leave, training courses and for unplanned absences such as sick leave.</p>	<p>Yes</p>

<p>Do members of the public / people using our services / pupils etc visit or use your premises?</p>	<p>When assessing your first aid needs you should take into account the number of non-employees (visitors, people using our services, pupils for example) that may use or be present in the building at any one time. As an example, a museum may have 15 employees but possibly 100 visitors each day. As a result, first aid provision should be based on 115 people using those premises.</p> <p>In other premises, for example schools, the relationship and degree of responsibility we have for the pupils, means that we would normally make comprehensive provision for their first aid needs. There are DfE first aid requirements for some children. If you are organising a large event at your premises, you will need to ensure adequate first aid assistance is available, including quick access to medical and ambulance services.</p>	<p>Yes: Induction information requested on arrival.</p>
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### Appendix 3- Pupil Accident Log

Pupil Name

First Aid Report

Year

Date	Time	Parent Contacted	First Aider
List Injuries/Illness	Treatment/Action taken		
Part of body affected			
Exact Location	Describe task or activity taking place and what happened		
Date	Time	Parent Contacted	First Aider
List Injuries/Illness	Treatment/Action taken		
Part of body affected			
Exact Location	Describe task or activity taking place and what happened		
Date	Time	Parent Contacted	First Aider
List Injuries/Illness	Treatment/Action taken		

