



First Aid Policy

Hamstel Junior School

Excellence in Everything

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<i>Signature:</i> 7.12.25	 <i>-Headteacher</i>





Hamstel Junior School

Policy for First Aid

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.

Minimum First Aid Provision

Hamstel Junior School will provide at a minimum the following;

- *a suitably stocked first-aid container*
- *an appointed person to take charge of first-aid arrangements*
- *information for employees on first-aid arrangements*

It also recognises that this provision will be supplemented with additional provision.

First-aid provision must be available at all times while children are on school premises, and when appropriate off the premises whilst on school visits.

First Aider's Duties

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

At school, the main duties of a first aider are to:

- *give immediate help to casualties with common injuries or illnesses and those arising from hazards at school;*
- *when necessary, ensure that an ambulance or other professional medical help is called.*
- *look after the first-aid equipment e.g. restocking the first-aid container;*

Appointed Person's Duties

An appointed person is someone who:

- *takes charge when someone is injured or becomes ill;*
- *ensures that an ambulance or other professional medical help is summoned when appropriate.*

Appointed persons are not first aiders. If a situation arises then all staff can consider themselves an appointed person but is usually a member of SLT. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval.

At Hamstel Junior School staff are trained in the basics of first aid and on completion of the course are therefore considered able to take charge of the immediate first aid arrangements whilst being able to call on additional support.

They normally last four hours and cover the following topics:

- *what to do in an emergency*
- *cardiopulmonary resuscitation*
- *first aid for the unconscious casualty*
- *first aid for the wounded or bleeding.*

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

Provision

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. Schools will generally fall into the lower risk category which requires one first aider, but some schools or areas of activity may fall into the medium risk category (requiring 1 per 50 employees).

When considering how many first-aid personnel are required, the head teacher have also considered:

- *adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;*
- *adequate provision for leave and in case of absences;*
- *first-aid provision for off-site activities i.e. school trips. If a first-aider accompanies pupils off-site, will there be adequate first-aid provision in the school?*
- *adequate provision for out of hours activities e..g sports activities, clubs;*

See Appendix 1 for our provision

Qualifications and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. It is expected that the courses are tailored to meet the needs of children as well as adults.

First aid at work certificates are only valid for three years. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates. See Appendix 1.

First Aid Materials, Equipment and First Aid Facilities

As employers we provide the proper materials, equipment and facilities at all times. First-aid equipment is clearly labelled and easily accessible.

Additional first-aid containers are provided for any offsite activities. Class medical bags containing asthma pumps etc. are taken out onto the school playground/field or sports hall for PE lessons.

Contents of First Aid Container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- *a leaflet giving general advice on first aid*
- *20 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.*

Equivalent or additional items are acceptable.

Travelling first aid containers are available for offsite trips and sporting events. These are large yellow rucksacks which contain a more comprehensive range of equipment.

Appendix A identifies the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

First Aid Accommodation

Hamstel Junior School provides suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. 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. The area contains a washbasin, is reasonably near to a WC and is appropriate for purpose and readily available for use when needed.

Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. Additional guidance is available as to which need reporting to the HSE and the timescale associated with it.

A record is kept of any reportable injury, disease or dangerous occurrence. This includes: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The school keeps readily accessible accident records in written form. These records are kept in the office for a minimum of 3 years.

Record Keeping

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This includes:

- *the date, time and place of incident;*
- *the name (and class) of the injured or ill person;*
- *details of the injury/illness and what first aid was given;*
- *what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);*
- *name and signature of the first aider or person dealing with the incident.*

In an emergency, the headteacher/teacher in charge has procedures for contacting the child's parent/guardian/named contact as soon as possible. We also follow 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. This is particularly relevant if after any incident the child seems out of character or they are continuing to worry about the injury/incident.

Monitoring and Review

The head teacher regularly review 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.

For additional guidance see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

Other policies to read:

Supporting children with medical conditions at school

Supporting children with medical conditions outside of school

Health and Safety

Appendix 1 – Provision of First Aid trained Personnel at Hamstel Junior School

<i>Named person for examining the contents of First Aid Kits</i>	<i>Sarah Colby</i>	
<i>Trained First Aiders</i>	<i>Date issued</i>	<i>Renewal date</i>
<i>Tate Sims</i>	<i>23/03/2025</i>	<i>23/03/2027</i>
<i>Jo Kipp</i>	<i>24/03/2025</i>	<i>23/03/2027</i>
<i>Shauna Selfe</i>	<i>28/11/2025</i>	<i>28/11/2027</i>
<i>Maxine Martin</i>	<i>15/01/2025</i>	<i>15/07/2027</i>
<i>Sarah Colby</i>	<i>25/11/2025</i>	<i>25/11/2027</i>
<i>Karina Downing</i>	<i>23/09/2025</i>	<i>23/09/2027</i>
<i>Bev Dhesi</i>	<i>17/10/2025</i>	<i>17/10/2027</i>
<i>Sonya Gomez</i>	<i>23/09/2025</i>	<i>23/09/2027</i>
<i>Emily Sylvester</i>	<i>1/03/2025</i>	<i>1/03/2028</i>
<i>Samantha Hawes</i>	<i>17/10/2025</i>	<i>17/10/2027</i>
<i>Lesley Martin</i>	<i>23/11/2025</i>	<i>22/11/2027</i>
<i>Sophie Smale</i>	<i>06/04/2025</i>	<i>06/04/2027</i>
<i>Additional staff training</i>	<i>Date issued</i>	<i>Renewal date</i>
<i>All staff are required to complete annual Anaphylaxis training</i>	<i>January 2025</i>	<i>January 2026</i>
<i>All staff were required to complete Asthma awareness course</i>	<i>May 2025</i>	<i>N/A</i>

Appendix 2 –Summary of First Aid Arrangements for Hamstel Junior School

*First Aid Kits are located in the School Office/Canteen/Sports Hall/
Year 6 block/Quad Playground/Main playground Playground*

*If you need first aid, please go to the school office where someone
will be available to help you.*

Our First Aiders are

Sarah Colby-Asthma Friendly Schools lead

Jo Kipp

Shauna Selfe

Maxine Martin

Sonya Gomes

Lesley Martin

Tate Sims

Emily Sylvester

Karina Downing

Sophie Smale

Maxine Martin

Bev Dhesi

Samantha Hawes

If you have any queries or suggestions regarding First Aid, please speak to the office manager.

