



Wellstead Primary School

Sowing the Seeds of Success

Wellstead Primary School First Aid Policy 2025

Policy Statement

Wellstead Primary 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.

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary.

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive, if necessary.

Responsibility for first aid at Wellstead Primary School is held by Amanda Greenwood who is the Headteacher and Responsible Manager.

All first aid provision is arranged and managed in accordance with the Health and Safety Corporate Procedure (Issue 6 - September 2024)

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and 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 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.

First Aid Training

The Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Wellstead Primary School there are 3 Appointed Persons who are as follows:

- Wendy Sword,
- Amanda Greenwood,
- Steve Cook

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. They may not always be the person who provides the First Aid.

Where the First Aid Needs Assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day.

School First Aid Trained Staff

At Wellstead Primary School all members of staff are trained in basic First Aid (4 hour course) Out and About First Aid for Schools.

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 1-day emergency first aid course)*

At Wellstead Primary School there are 2 emergency first aiders. These are Amanda Greenwood and Steve Cook.

Qualified First Aiders *(Those completing the 3-day first aid course)*

At Wellstead Primary School there is 1 qualified first aider:

- Wendy Sword

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 *Those completing the 2-day first aid course)*

At there are 13 paediatric first aid trained staff who are as follows:

EYFS:

- Vikkie Parker
- Ashleigh Goodday
- Lucy Ngomuo

Office:

- Jane Robson

Other:

- Emma Dolton
- Kathryn Andrews
- Emma Jones
- Danielle Callen
- Ruben Pinto
- Claire Monckton

After school club:

- Lorraine Potter
- Lucy Ngomuo

Before school club:

- Emma Elliott
- Jo Griffin

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 and includes wraparound care staff. They are qualified to administer First Aid to children.

First Aid Provision

Our First Aid Needs Assessment has identified the following First Aid kit requirements:

- Basic First Aid kits in every classroom
- First Aid kits are also situated in the school office, the medical room and the lunchtime First Aid station near the playground.
- First Aid kit for trips or vehicles

It is the responsibility of the Welfare Officer and Office Staff to check the contents of all First Aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in a folder which is kept in the office.

The contents of First Aid kits are listed under the '*required quantity*' column on the checklist itself.

The school office is designated as the First Aid room for treatment, sickness and the administering of First Aid and pupil medication.

For more serious First Aid cases the medical room will be used, this has a sink, 2 chairs, a bed and First Aid materials. A clinical waste bin is available in the accessible toilet near the Early Years classroom.

Emergency Arrangements

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 where concussion is likely or suspected
- whenever there is the possibility of a fracture or dislocation or where this is suspected
- where there is impaired or irregular breathing, any individual health care plan has been followed and emergency medication is not working
- in the event of severe bleeding
- in the event of a suspected neck or spinal injury
- in the event of a suspected heart attack
- in the event of a suspected stroke
- if moving the patient has the potential to worsen the injury
- in the event of a period of unconsciousness, convulsion/Epileptic episode
- in the event of administering an EpiPen (Allergic reaction/Anaphylaxis)
- in the event of administering medication for Asthma and the condition has not improved and, in collaboration with the parent, carer or next of kin to consider calling 999:
- if moving the patient might make them less comfortable or cause distress
- if the patient shows sign of distress, even though no injury is apparent
- if there is the possibility of ligament or muscle damage
- 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

At Wellstead Primary School, we have defined accidents as follows:

	Description of type of injury	First Aid administration	Reporting
Tier 1	Very minor cuts, grazes, bruises.	First Aid administered in situ using small first aid kits/classroom first aid kit	First aider to report incident and first aid given on a green form and hand to the class teacher. Parent informed at pick up.
Tier 2	<p>Injuries requiring First Aid but where the patient is not unconscious and is able and safe to move including:</p> <p>Blood Loss Significant bruising A twist or sprain Injury that requires a cold compress Injury which needs cleaning and dressing A head bump Any injury that the MDSA/Class teacher is unsure how to treat</p>	<p>Appropriate First Aider to administer first aid.</p> <p>Office to record on Medical Tracker.</p> <p>Office and SLT to make decision about child being collected or not.</p>	<p>Office to phone/email parents.</p> <p>Medical Tracker will send out an auto-generated email to parents to inform them of the nature of the injury</p> <p>Recorded on CPOMs if the incident involves another child or behaviour.</p>
Tier 3	<p>Emergency First Aid - where an ambulance is required</p> <p>in the event of a serious injury In the event of any significant head injury where concussion is likely or suspected whenever there is the possibility of a fracture or dislocation or where this is suspected where there is impaired or irregular breathing, any individual health care plan has been followed and emergency medication is not working in the event of severe bleeding in the event of a suspected neck or spinal injury in the event of a suspected heart attack in the event of a suspected stroke if moving the patient has the potential to worsen the injury in the event of a period of unconsciousness, convulsion/Epileptic episode in the event of administering an EpiPen (Allergic reaction/Anaphylaxis) in the event of administering medication for Asthma and the condition has not improved and, in collaboration with the parent, carer or next of kin to consider calling 999: if moving the patient might make them less comfortable or cause distress if the patient shows sign of distress, even though no injury is apparent</p>	<p>Use Walkie-talkies to contact the office. Stating "Medical emergency" and giving the exact location.</p> <p>Office/SLT to deal with the incident at the site of injury.</p> <p>The child/adult is not to be moved.</p>	<p>Office to call 999 and contact parents.</p> <p>Subsequently recorded on medical tracker and CPOMs if appropriate</p>

	if there is the possibility of ligament or muscle damage whenever the First Aider is unsure of the severity of the injuries whenever the First Aider is unsure of the correct treatment		
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The priority is to ensure that appropriate medical treatment is achieved for the patient safely and without delay. In the event of any accident or injury involving a child or adult, it is our policy to always record the nature of the accident and treatment given. In the case of a child, we will notify parents under the following circumstances:

- If the child has a head bump which has been assessed as requiring parent/ carer notification by a First Aider. This will be recorded on Medical Tracker and the parent will be automatically emailed with the details of the injury. The child will always have a “bumped Head” band on to inform adults that they need to be monitored
- Any serious cuts, head bumps or other injuries will be treated as Tier 2 injuries and will require a phone call to the parent
- Any serious injuries will require a call to the Emergency Services and parents or carers

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. A text may also be used. Parents will be notified of any Tier 2 First Aid incidents via email through Medical Tracker. Minor (Tier 1) injuries will result in parents being told at pick up. In most cases an older child walking home would be able to explain a minor injury, but consideration should be given to any additional needs and where necessary, a phone call made home. If a child is attending an after-school club, the class teacher should ring and leave a message with the Parent.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact 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).

If the child requires hospital treatment, and the parents cannot 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.

Out of hours and Trips

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.

Where the school has arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by The Office Team who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the 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.

Records

All very minor accidents (Tier 1) will be reported on a green slip, passed to the class teacher to inform the parent at the end of the day.

All accidents requiring First Aid treatment will be recorded on Medical Tracker 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 (eg. bump on head etc)
- Treatment provided and action taken

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