

Hook-with-Warsash Church of England Academy

First Aid Policy



Signed:

Responsible Manager _____

Headteacher _____

Reviewed: June 2025

Date to be Reviewed: June 2026

"Let Your Light Shine"

To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially and emotionally, preparing them for life's journey.

Hook-with-Warsash C of E Academy

First Aid Policy

Policy Statement:

Hook-with-Warsash C of E Academy 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.

Overall responsibility for first aid at Hook-with-Warsash C of E Academy is held by the Headteacher.

The responsible manager is **Zoe Hine**

All first aid provision is arranged and managed in accordance with the HSE.

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 follow any significant changes that may affect first aid provision
- Ensuring that there are sufficient numbers of trained first aiders 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

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

First Aid Training & Qualified First Aid Staff:

Please see attached document dated June 2024 for up to date qualified first aiders within Hook-with-Warsash C of E Academy.

A list of up to date qualified First Aiders is held by the Business Manager.

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).

The first aid warden is someone who has been trained and holds a First Aid at Work certificate gained from an HSE approved course.

In addition, most members of support staff at Hook-with-Warsash currently hold the emergency first aid in schools qualification.

Most support staff in the Reception classes and the First Aid Warden hold a Paediatric First Aid Certificate.

Appointed Persons:

A list of Appointed persons are held by the Business manger. Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections). The appointed person is someone who has attended a one day HSE approved course.

First Aid Provision:

Our First Aid Needs Assessment has identified the following first aid kit requirements;

- One first aid bag or box in each classroom on the premises.
- Substantial and comprehensive first aid supplies in the medical room, including inhalers, medicines and relevant first aid equipment.
- Sports and residential first aid kits to be supplied as required.

It is the responsibility of the Welfare Assistant to check the contents of all first aid kits every term and record findings on the checklist. The checklist is kept on the notice board in the medical room which also lists the basic contents requirement for each first aid kit.

When a first aider uses items from a first aid bag they are responsible for replenishing items afterwards.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities;

- ~~Mattress~~, Running water, first aid kit, telephone, chair, folding wheel chair, throw bags, a lockable fridge, a lockable cupboard, contact details and any necessary medicines.

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
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- 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 attendance at hospital
- If an agreed protocol with the child's parents/carers is in place and is recorded on the Health care Plan.

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.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with 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).

In the event that 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.

Records:

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date and time of the accident
- Type of accident (e.g. bump on head etc)
- Where the injury is located
- Treatment provided and action taken

Appendix 1 **FIRST AIDERS IN SCHOOL**
(as at June 2024)

Zoe Hine **First Aid Warden**
Emergency First Aid at Work

Paediatric First Aid

Zoe Hine, Jo Larcombe, Angelene Bartlett, Tracey Docherty,
Gemma Lowrie, Sam Dickinson, Vicky Whybrow, Andrea Salmon

Emergency First Aid at Work

Vicky Whybrow
Amanda Mansell
Joss Aitken
Sam Phillips
Sam Rogerson
Zoe Hine
Ann Willmott
Maria Lawton
Laura Anderson
Caroline Angas
Karen Batt
Zabrina Powell
Linda Holmes
Angela Richards
Shaunna Whitfield
Millie Jones
Matthew Ponsford-Makin
Tina Collins
Chloe Sykes
Vicky Salt
Mary Nadolski
Gemma Lowrie
Natasha Simpson

Appendix 1

First Aid Procedure

All accidents or illness must be entered in a daily First Aid Record page on the ipad. This can be downloaded on to a spreadsheet as required.

The following information must be entered:

- Child's name
- Date and time of accident
- Details of accident
- Treatment provided and action taken
- Full name of person administering first aid
(sign in at the beginning and end of your session)
- All medication, including inhalers must be administered to children must be recorded on the same record page on the ipad.
- Parents will be made aware of administration of inhalers using Form C.

FORM A must be completed for each pupil – this gives all contact info and medical information required and will be kept in the year group file.

If the parent collects their child, or decides to leave them at school, complete **FORM B** and ask the parent or guardian to sign it. (Unless child has been sick when it is compulsory to collect child and not to return the child for 48 hours).

Contact forms are to be completed for bumped heads/nose bleeds/use of inhaler to inform the parent on **FORM C**. (Some incidents may require a phone call home as well).

Any more serious accidents, (ie; serious head injury, broken bones, fainting, fits etc) must be entered in the formal accident book which is kept in the first aid room. It must also be completed if a child or adult needs to go directly to hospital from the school. This relates to pupils, staff and visitors. This form should then be given to the Business Manager who will instigate any further action required under RIDDOR Regulations. A copy should be placed in the back of the Red First Aid File.

Temporary Medicines – FORM D, (also available from the academy office), must be completed and signed by the parent/guardian. The medicine and form must then be taken to the first aid room and locked in either the cupboard or refrigerator. Keep the form with the medicine until the medicine is returned home then file it.

Due to Data Protection Law if a child's picture needs to be displayed on the First Aid board **FORM E** must be signed by the parent/guardian giving permission – (if we don't have this section completed on FORM A).

Temporary Addendum

Covid-19 Additional Site First Aid Arrangements

Current First Aid provision needs to be appropriate to the evolving situation created by COVID-19.

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If a child requires First Aid the First Aid trained LSA will perform this in the classroom. If the LSA is not present the class teacher will phone the office to request a First Aid trained member of the office staff come down and administer First Aid.

Inhalers and epi pens will be kept in the classrooms in an accessible and safe place and will be taken out by the class teacher if the child moves to work in another part of the school, such as the Environmental area/classroom, outside grounds and Teacher's Workroom.

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Zoe Hine December 2021

Needs removing: