

FIRST AID AT WORK POLICY

Cononley Primary School

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or other absence

3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided.

Appointed persons are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill

- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

4. Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee or pupil has been taken ill, or has had an accident, call a first aider for assistance (see poster listing first aiders situated outside school office) . You should not attempt to give first aid treatment yourself unless trained.
- no employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used
- if you need to access a first aid kit for personal use, do not remove it from its designated place
- any loss or damage to first aid equipment must be reported to the headteacher.
- if a first aid kit is poorly stocked, this should be reported to the headteacher.

Head Bump Procedures

The following procedures should be observed if a child has a head injury at school:

- Child will be checked by a trained First Aider
- Class teacher will be notified so they can monitor the child.
- The injury will be recorded using head bump form.
- Form will be filed in school office.
- Parent/carer will be contacted to let them know about the head bump. Record of contact will be kept in the file in the school office.
- Head bump letter will be sent home with child, with details of symptoms which may indicate a more serious injury. plus details of symptoms that were not evident from the time of incident up to collection, but which may indicate a more serious injury.
- If the child attends after school club, the class teacher will inform after school club staff of head injury at handover.
- If the head bump is more serious, parents will be contacted immediately and asked to come to the school to assess whether the child needs to go home or receive further treatment.
- In severe cases, emergency services will be contacted if, after assessment, immediate medical attention is deemed necessary

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider/appointed person. If the visitor has had an accident, the first aider dealing with the visitor is responsible for ensuring that an entry is made on an accident form and filed in the injuries folder in the school office.

6. Staff Training

All staff undertaking first aid duties will be given full training in accordance

with current legal requirements. This means that any First Aider at Work will attend an approved Health & Safety Executive three-day (18 hrs) course and any Emergency First Aider at Work will attend a basic one-day (6 hrs) course. Paediatric First Aid training (2 day training - 12 hours) is undertaken by staff who work with Early Years pupils.

Staff who do not hold First Aid training should not undertake first aid duties. A list of all staff who hold First Aid certificates, including Paediatric First Aid certificates, is available at the school office and in First Aid kits in the Staff toilets, in the EYFS cloakroom and in the hall,

A record of staff training is retained by the Headteacher and is regularly reviewed to ensure that all training is up to date. Governors receive a report about First Aid training in termly meetings.

7. Information for Employees

Information on the current first-aider/appointed person will be provided by the first aid kits and outside the school office.

First aid boxes can be found in the following areas: in the first aid cupboard in the staff toilet; in Class 1 cloakroom; in the hall, hanging on the hooks next to the exit by the kitchen hatch; in Cherry Class cloakroom

Signed Catherine Pickles

Date.....Summer Term 2025

Review Date.....Summer Term 2028.....