



# **PENTREBANE PRIMARY SCHOOL**

## **FIRST AID AT WORK POLICY**

**(MARCH 2024)**



## 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our 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 school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. Staff should send for help as a priority and remember First Aid is designed to preserve life. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Teachers and other staff agree to become first-aiders on a voluntary basis. The role can be stressful and the Headteacher recognises the right of volunteers to withdraw.

## 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 school.

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 school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

## 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-aid, 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 anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice remaining with the patient at all times. The operator will need you to relay information about the patient.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision

- 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 School office immediately.
- If a first aid kit needs replenishing, this should be reported to School office. Please detail any supplies used so replenishment order can take place.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing the School office if it needs replenishing.

### **5. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on 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 employee supervising their visit is responsible for ensuring that an accident form is completed.

### **6. Children with Medical Needs**

A list of children who have epi-pens, inhalers or who have diabetes is on Teams. The location of each child's epi-pen or inhaler is in the medical box in the class cupboard.

### **7. Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course.

### **8. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on the staff notice board and the noticeboard in the office. The lists of trained people based on each floor is displayed on first aid signs.

First Aid stations can be found in all corridors.

### **9. Reporting to parents/ county**

Appropriate accident form should be completed – see appendix 2. A copy should be sent home with child where appropriate and a copy filed. If an accident needs to be reported to the LA the appropriate form for completion and submission to county can be found in the School office.



## PROCEDURES IN THE EVENT OF FIRST AID

Call for assistance

Ring 999 or 112

Explain accident and injury to child

The person speaking to you will ask:-

- Are they conscious?
- Can they breathe?
- Can they talk to you?
- Patients name and date of birth.

The person speaking to you will then make an assessment and then either:-

Send an ambulance immediately or if it is not life threatening, either an ambulance or a first aid responder will be there within 60 minutes.

For the patient:-

- ✓ Reassure them they are okay
- ✓ Nil by mouth
- ✓ Keep still, do not move them, cover with blanket.
- ✓ If their condition worsens ring 999 or 112 back.
- ✓ Contact parents at some point during the above procedure.
- ✓ If a child needs to go to hospital then always contact 999 or 112 for advice.

### The role of the Appointed Person

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not always first aiders. 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, covering what to do in an emergency, cardiopulmonary resuscitation, first aid for the unconscious casualty and first aid for the wounded or bleeding.

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 must contain a washbasin and be reasonably near to a WC. It need not be used solely for medical purposes.

### The Role of the First Aider

First aiders must complete a training course approved by the Health and Safety Executive. Updates are required every three years.



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 specific hazards at school; when necessary, ensure that an ambulance or other professional medical help is called.

First Aiders are not there to give routine medical advice or treat accidents that have occurred at home

A full accident form must be completed for any serious injuries and sent to the LA.

Date of next review March 2025

Mrs E. Prescott  
Headteacher

Mr D. Corp  
Chair of Governors