



## School Governing Body Lee-on-the-Solent Junior School

*'Happy School, High Standards'*

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# ***Lee-on-the-Solent Junior School First Aid Policy***

Issued July 2017

Review September 2018



*'Happy School, High Standards'*

## **Lee-on-the-Solent Junior School First Aid Policy**

### **Introduction**

1. Lee-on-the-Solent Junior School staff and children can and do suffer injuries and fall ill. It is important that they receive immediate attention, an ambulance is called in serious cases and that first aid provision ensures that this happens.

### **Legal Requirements**

**2.1. Health and Safety (First Aid) Regulations 1981.** These regulations set out employers' duties to provide adequate first aid facilities. They define first aid as:

- a. Treatment for the purposes of preserving life and minimizing the consequence of injury and illness until medical help is obtained.
- b. Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

**2.2. Duty of the Employer.** An employer (Lee-on-the-Solent Junior School) shall provide, or ensure that there are provided:

- a. Adequate and appropriate facilities and equipment.
- b. Qualified first aiders to render first aid.
- c. An appointed person, being somewhere to take charge of situations as well as first aid equipment and facilities, where medical aid needs to be summoned.
- d. An appointed person will suffice where:
  - 1) The nature of the work is such that there are no specific serious hazards (offices, libraries, etc), the workforce is small and the location makes further provision unnecessary.
  - 2) There is temporary (not planned holidays) or exceptional absence of the first aider.
- e. At least one appointed person in every workforce during working hours.
- f. An adequate assessment of the first aid requirements that are appropriate for each workplace.

**2.3. Employee Information.** Employees must be informed of the arrangements for first aid, including the location of facilities, equipment and people.

## Policy Statement

**3.1.** Lee-on-the-Solent Junior 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.

**3.2.** Responsibility for first aid at Lee-on-the-Solent Junior School is held by Mr D Nickerson, Headteacher, who is the responsible manager.

**3.3.** All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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

## Aims & Objectives

**4.1.** Our first aid policy requirements have been achieved by:

- a. Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises (The Children's Services First Aid Needs Assessment Form, CSAF-002 (attached to this policy), is used to produce the First Aid Needs Assessment for our site).
- b. Ensuring that the First Aid Needs Assessment is reviewed periodically or following any significant changes that may affect first aid provision.
- c. Ensuring that there is 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.
- d. Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- e. Ensuring the above provisions are clear and shared with all who may require them.

## Training

**5.1.** Mr Nickerson (the responsible manager) will ensure that appropriate numbers of qualified first aiders, appointed persons and school first aid trained/emergency first aid staff are nominated<sup>1</sup>, as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

**5.2.** Qualified First Aiders (*Those completing the HSE approved 3-day first aid course*). The three nominated qualified first aiders (Appendix 1) are responsible for administering first aid,

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<sup>1</sup> Nominated first aid personnel listed at Appendix 1.

in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They are also responsible for carrying out regular first aid kit inspections.

**5.3. Appointed Person(s).** The nominated appointed person (Appendix 1) is required to take charge of first aid arrangements including looking after equipment and calling emergency services and is to be on site at all times during the working day. (*Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval*).

**5.4. School First Aid Trained Staff.** 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 staff. This training should be provided only where:

- a. Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children.
- b. 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.

**5.5. Emergency First Aiders** (*Those completing the HSE approved 1-day emergency first aid course*). All those listed at Appendix 1 are trained in emergency first aid. They are 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. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

## **First Aid Provision**

**6.1.** The Lee-on-the-Solent Junior School First Aid Needs Assessment has identified the following first aid requirements:

- a. The annexe to the school office is designated as the first aid room for sickness treatment and administering of first aid. The first aid room has the following minimum facilities:
  - 1) A foldable bed and blanket (and 'space blankets', as required).
  - 2) Running water / washing facilities.
  - 3) Seats.
  - 4) An emergency 'casualty' chair.
  - 5) Wall and floor cabinets for first aid stores.
  - 6) A lockable cabinet for 'parent authorized' medication.

- 7) Close access to a telephone.
  - 8) Close access to a fridge/freezer (medicines and ice packs) and microwave (hot packs).
  - 9) An emergency body fluid spillage pack.
- b. An emergency first aid kit (situated within the first aid room) containing (in excess of) the minimum requirement<sup>2</sup>.
  - c. Two travel first aid kits (with sick buckets/bags and beach rope) held within the first aid room and containing (in excess of) the minimum requirement for use when taking children on walking or coach visits.
  - d. Six first aid belt packs for use by lunchtime supervisory staff
  - e. Twelve emergency first aid kits (situated one in each classroom to travel with the class to P.E. lessons) containing the minimum requirement.
  - f. Twelve first aid boxes (situated one in each classroom to travel with the class to P.E. lessons and at lunchtime) for the keeping of all inhalers and epi-pens to ensure the children within that class have immediate access to them. (We kindly ask that parents provide a second inhaler or epi-pen to be retained in the First Aid room as a back-up)

**6.2.** It is the responsibility of the qualified first aiders/appointed person to check the contents of all first aid kits monthly and after every use and record the findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the first aid room 'first aid checklist file'. (*The contents of first aid kits are also listed under the 'required quantity' column on the checklist itself*).

## **Emergency Arrangements**

**7.1.** 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.

**7.2.** The first aider/appointed person is to always call an ambulance on the following occasions:

- a. In the event of a serious injury.
- b. In the event of any significant head injury.

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<sup>2</sup> Contents (minimum requirement) of a first aid box – low risk at Appendix 2.

- c. In the event of a period of unconsciousness.
- d. Whenever there is the possibility of a fracture or where this is suspected.
- e. Whenever the first aider is unsure of the severity of the injuries.
- f. Whenever the first aider is unsure of the correct treatment.

**7.3.** 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:

- The child requires attendance at hospital.
- It is considered to be a serious (or more than minor) injury (by the quickest means possible).
- First aid treatment is required (usually via a treatment card).
- A simple head knock has occurred (usually via a treatment card).
- There are any visible marks as a result of an accident.

**7.4.** 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).

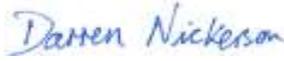
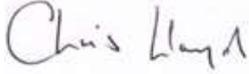
**7.5.** In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Records**

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

- a. Name of injured person.
- b. Name of the qualified/emergency first aider or appointed person.
- c. Date and time of the accident.

- d. Type of accident (e.g. bump on head etc).
- e. Treatment provided and action taken.

<b>Name of Unit/Premises/Centre/School</b>	Lee-on-the-Solent Junior School
<b>Date of Policy Issue/Review</b>	July 2017 – Review September 2018
<b>Name of Responsible Manager/Headteacher</b>	Mr D Nickerson – Headteacher
<b>Signature of Responsible Manager/Headteacher</b>	
<b>Name of Supporting Governor</b>	Mr Chris Lloyd – Chair of Governors
<b>Signature of Chair of Governors</b>	

Appendices:

1. Required number of First Aid Personnel and Actual number of First Aid Personnel.
2. Minimum required contents of First Aid Box (low risk).

Appendix 1 to  
Lee-on-the-Solent Junior School  
First Aid Policy

**Number of First Aid Personnel  
(LOS Junior School – Low Category of Risk)**

Category of Risk	Numbers employed at any location	Suggested number of first aid personnel
<b>Lower risk</b>		
e.g. shops and offices, libraries	Fewer than 50	<b><u>At least one appointed person</u></b>
<b><u>(LOS Junior School)</u></b>	<b><u>50 – 100</u></b>	<b><u>At least one first aider</u></b>
	More than 100	One additional first aider for every 100 employed
<b>Medium risk</b>		
e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20 – 100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
<b>Higher risk</b>		
e.g. most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5 – 50	At least one first aider
	More than 50	One additional first aider for every 50 employed

Source – HSE

**A First Aider.** A first aider is someone who has undergone an HSE approved training course in administering first aid at work and holds a current first aid at work certificate. The training should be repeated every 3 years to maintain a valid certificate and keep the first aider up to date.

**Employees must be informed of the first aid arrangements** with notices telling staff who and where the first aiders or appointed persons are and where the first aid box is.

## First Aid Trained Personnel at Lee-on-the-Solent Junior School

Number	Name	First aid status	Due re-qualification
1	Sharon Hughes – Admin Officer	First Aider	Apr 2020
2	Louise Collins – Sen Admin Asst	First Aider	Sept 2017
3	Heather Murphy – Teacher	First Aider	Nov 2017
4	Melanie Wilson – Teaching Assistant	Emergency FA	Sep 2018
5	Zoe Hamer – Teaching Assistant	Emergency FA	Oct 2019
6	Victoria Dixon – Teaching Assistant	Emergency FA	Oct 2019
7	Heike Webb – Teaching Assistant	Emergency FA	Sep 2018
8	Jemma Colgate - Teacher	Emergency FA	Oct 2019
9	Laura Burton – Teaching Assistant	Emergency FA	Sep 2018
10	Megan Rufenacht – Teaching Assistant	Emergency FA	Sep 2018
11	Cath Moody – Teaching Assistant	Emergency FA	Sep 2018
12	Daniella Stevens – Teaching Assistant	Emergency FA	Oct 2019
13	Claire Manville – Teaching Assistant	Emergency FA	Sep 2018
14	Virginia Bailey – lunchtime asst	Emergency FA	Sep 2018
15	Wendy Butterworth – Teaching Asst	Emergency FA	Sep 2018
16	Susan Kirk – Lunchtime Assistant	Emergency FA	Sep 2018
17	Denise Francis – lunchtime assistant	Emergency FA	Sep 2018
18	Lisa Hockey – lunchtime assistant	Emergency FA	Sep 2018
19	Marion Knight – lunchtime assistant	Emergency FA	Sep 2018
20	Tracy Woolley – lunchtime assistant	Emergency FA	Sep 2018
21	Amanda Feltham – Teaching Assistant	Emergency FA	Sep 2018
22	Kerry Gedge – Teaching Assistant	Emergency FA	Sep 2018
23	Catherine Furlong – Teaching Assistant	Emergency FA	Sep 2018
24	Louise Hollis-Fox – Teaching Assistant	Emergency FA	Sep 2018
25	Tracey Robertson – Lunchtime Assistant	Emergency FA	Sep 2018

Appendix 2 to

Lee-on-the-Solent Junior School  
First Aid Policy

### Contents of a First Aid Box (Low Risk)

<b>Stock for up to 50 persons</b>	
<b>A leaflet giving general guidance on first aid, e.g., HSE leaflet 'Basic Advice on First Aid at Work'.</b>	
Medical adhesive plasters	40
Sterile eye pads	4
Individually wrapped triangular bandages	6
Safety pins	6
Individually wrapped medium sterile un-medicated wound dressings.	8
Individually wrapped large sterile un-medicated wound dressings.	4
Individually wrapped wipes.	10
Paramedic shears	1
Pairs of latex gloves (or equivalent)	2
Sterile eyewash if no clean running water	2