

Copthorne C.E. Junior School

First Aid Policy

Approved July 2026

To be reviewed July 2028

Rationale

First aid must be provided to any person at Copthorne Junior school to whom we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. We have sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

If there is a single contractor on site the school will provide any first aid needed. Whereas if there is more than one contractor they will provide first aid cover for themselves.

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children and adults are given the same care and understanding in our school.

The school has a separate policy for the administration of medicines.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school and shown where first aid supplies are stored.

This policy is reviewed every two years and updated. This policy is written with reference to the West Sussex First Aid Procedure.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Copthorne Junior School. There are annual procedures that check on safety and the systems that are in place in this policy.

First Aid Policy Guidelines

First aid in school

At Copthorne Junior School, we ensure that there is at least one emergency First-Aid at Work trained and two Emergency First Aid trained members of staff in school. This follows WSCC guidance and ensures that all areas of the school have at least one competent person present; with sufficient 'spare' to adequately cover off-site visits, part-time staff and as far as possible staff absences.

All staff on the premises knows how to summon a first aider in an emergency. Notices are displayed in appropriate places and the procedure is included in staff and volunteer induction training and pupil safety briefings. Unaccompanied visitors are also informed when they are visiting the premises.

For each break time the school has a nominated first aider.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. When travelling by coach there must be one first aider on each coach.

All club leaders must hold their own first aid certificate and pass a copy to the school business manager.

Appointed Persons

The School's Lead First Aider, along with those who have completed the Managing Medicines course, are allocated the duty of day-to-day management of first aid within the establishment.

This includes:

- reviewing the Emergency Care Plan of individual children whenever necessary;
- providing letters of appointment to first aiders;
- co-ordinating first aid training to ensure continuation of competency;
- ensuring that first aid supplies are replenished, kept in date and correctly stored.

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill. In the absence of the headteacher, the senior teacher will carry out this role.

Training

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

Two courses are available to train staff to allow us to provide at least one FAW and two EFA qualified staff during the school day:

First Aid at Work (FAW) - A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

Emergency First Aid at Work (EFAW) - A 1-day course in first aid delivered by a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

The lead first aider in conjunction with the Business Manager is responsible for organising staff attendance at the first-aid training. An updated register is kept by the Business Manager.

Roles and Responsibilities

The main duties of a first aider in school are:

- To assess injuries or ill health using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the injury is not minor and the first aider is unsure of how to proceed a second opinion will be sought from another first aider or the lead first aider.

- Refer to COSHH reports if there is an accident involving hazardous materials. COSHH reports are filed in the Premises Officer's room.

Hygiene and infection control and procedures

First aiders will follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves will be worn and disposable paper towels and a detergent solution will be used to absorb and clean surfaces.

First Aid Facilities

The school has a designated medical room which is off the upper school corridor. This room contains sufficient first-aid materials to administer first aid as recommended by the HSE.

This includes -

- a sink with hot and cold running water;

- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste, such as a foot-operated refuse
- container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a chair;
- a record book for recording the first aid given;
- a current edition of the First Aid Manual; and
- a copy of the Health Protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

The school has one locked, first-aid medical cabinet, which can be found in the School office. The school has several first aid bum bags which are used for off-site visits and the school playground and field. These are kept in the medical room and contain supplies recommended by the HSE.

Inventories are kept by the lead First Aider of all first-aid supplies and these are kept in the medical file in the school office.

Accident and Injury Reporting

All first-aid incidents should be recorded in the first-aid record book.

At Copthorne Junior School we ensure that a record is made of all first aid treatment we administer. This includes:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- the printed name of the first aider or person dealing with the casualty.

For pupils, records will be kept for 6 years from the date of their 18th birthday and with employees and others for 6 years from the date of the accident.

Any accidents that require medical treatment will be reported via the West Sussex County Council online reporting system.

With a head injury, wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. The child who has received any head injury will have a head injury sticker on their front or head injury wristband so all staff are aware.

Where a child has a serious injury, the staff member should inform the headteacher or senior teacher who will decide whether parents should be contacted immediately. If a parent is asked to collect their child from school a head injury leaflet will be given to them.

Calling the emergency services

In the case of major accidents, it is the decision of the lead first aider/ headteacher/senior teacher if the emergency services are to be called. If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should call 999. Urgent treatment should not be delayed in order to consult with parents or carers. The telephone call should be made using a mobile phone in the vicinity of the injured person.

They must state,

1. What has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location and postcode of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.