



### POLICY ON FIRST AID

---

---

#### 1 Introduction

1.1 This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Fairholme through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, and current DfES guidance.

Other relevant guidance includes:

- 'Use of emergency salbutamol inhalers in schools' Welsh Government 2017
- 'Guidance on the use of emergency adrenalin auto-injectors in schools in Wales'
- 'Supporting learners with health care needs' Welsh Government 2017.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

#### 2 School Provision

2.1 The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, DCSF requirements, Fairholme will ensure that:

- (a) A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will take into account:
  - The number of staff / students on the site
  - The location of school site
  - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day and during the school holidays;
- (b) As a minimum, at least one person with an HSE approved 'First Aid at Work' qualification (3-day training) must be present on each identifiably separate school site when pupils are present. An 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings and holidays.
- (c) The necessary first aid equipment and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders;
- (d) Adequate training and guidance is provided for First Aiders, including refresher training at appropriate intervals and, where appropriate.

- (e) Lists of First Aiders' names are included on Single Central Record.
- (f) All staff are made aware of first aid arrangements and such information is included in the induction process for new staff;
- (g) Parents are made aware of the school's first aid arrangements and the procedures for informing them if their son/daughter has received first aid treatment at school;
- (h) A record is kept of any first aid treatment administered;
- (i) A record is kept of all injuries to staff and pupils occurring both on and off the school premises as a result of school activities.
- (j) The HSE is informed of injuries that are reportable under RIDDOR without delay;
- (k) First-aid and accident reporting arrangements are regularly reviewed.

### **3 School Practice**

- 3.1 All Fairholme School staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils;
- 3.2 All staff are invited to become appropriately qualified in emergency first aid, and provide the necessary training to enable them to administer first aid;
- 3.3 Staff are asked to volunteer to become qualified as appointed persons as necessary;
- 3.4 A register of First Aiders is maintained and copies of training certificates must be kept.

### **4 First Aid Equipment and Materials**

- 4.1 First aid boxes are marked with a white cross on a green background and are provided in the porch. Only first aid supplies are kept in the first aid box. No medication kept in the box. Separate arrangements are in place for the administration of medication.
- 4.2 Most first aid is undertaken in the reception area.
- 4.3 Used first aid materials are put into the allocated disposable waste unit.

### **5 Procedures in the Event of an Emergency**

- 5.1 Examples of emergencies which require immediate first-aid assistance include:
  - Severe allergic reactions
  - Asthma attacks
  - Epileptic fits
  - Difficulty in breathing
  - Fainting
  - Hypoglycaemia in diabetics
  - Bleeding
  - Breaks or sprains
  - Concussion
- 5.2 All staff are made aware of the procedures to take in the event of a first aid emergency in the staff manual.
- 5.3 If an incident is witnessed on the school premises and the injured person is able to walk, they will be taken to the reception area where the first aider will attend.

- 5.4 If an incident is witnessed and the injured person does not seem able to move, a member of staff will stay with them and the Appointed First Aider will be called. An ambulance will be called where necessary, when the appointed person cannot be contacted.

## **6 Procedures for Non-Emergency Situations**

- 6.1 If a pupil becomes ill at school and needs to be taken home, the Form Teacher or Principal will make every attempt to contact parent or carer.

## **7 Medicines**

- 7.1 Pupils should stay at home with a temperature/cough. Where parents require, medication (including allergy or long-term medication) may be administered and parents must fill in the medicine record detailing requirements. The Form Teacher/Principal will oversee the administration of such medicine.
- 7.2 Staff involved in administering emergency medication (such as the EpiPen for extreme allergic reactions) will receive training from the school nurse.
- 7.3 Where possible, pupils will be able to carry their own medication and relevant devices or be able to quickly access their medication.

## **8 Monitoring and review**

- 8.1 The Principal implements the school's first aid policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 8.2 This policy will be reviewed at least once every two years.

Signed:



Date: 21/07/2025