



**PACKWOOD HAUGH SCHOOL  
(Including EYFS)**

**First Aid Policy**

<b>Authorised by the Governing Body:</b> Yes	<b>Date:</b> 17/10/2024
<b>Produced by:</b> Sue Rigby 01/09/2024	
<b>Date Disseminated to the Staff via the intranet:</b> 01/09/2024	
<b>Date of Review:</b> 17/10/2025	
<b>Signed:</b> <i>James Pitt</i> , Chair of Governors	

## **FIRST AID POLICY (INCLUDING EYFS)**

### **Introduction:**

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. Employers are required to:

- Carry out assessments of first aid needs appropriate to the circumstances of each work place
- Provide adequate numbers of first-aiders throughout the organisation taking into account school trips, away matches, on site staff in holidays etc.
- Maintain levels of competence of first-aiders
- Provide adequate room to carry out first aid
- Record first aid treatment
- Appoint a suitable person to take responsibility for first aid provision and maintenance of first aid boxes
- Accidents, Diseases and dangerous occurrences are recorded in the Accident Report File held in main school surgery and parents informed of the accident. Head shown accident book weekly and duly signed to show that he has read updates
- In the case of accidents, diseases or dangerous occurrences the matron's department refers to RIDDOR and carries out necessary reporting procedures to the Health and Safety Executive
- Welfare care plans are drawn up by school nurse to cover all needs with children with medical conditions, in addition to other medical policies
- In the event of spillage of bodily fluids the matrons department are the only staff members to deal with the situation. The area should be made safe and the matrons called for
- A member of staff with a paediatric first aid qualification will always be on site for the EYFS children.

### **Training of First Aid Personnel:**

All first-aiders and appointed persons must hold a valid certificate of competence, approved by the Health and Safety Executive, with a copy stored in staff file. The School Nurse will arrange for re-training for qualified and authorised staff as becomes necessary.

### **Application of First Aid:**

Appointed persons should not provide first aid treatment for which they have not been trained. First-aiders should only provide first aid treatment for which they have been trained and are competent. In all cases the matron's surgery should be contacted as soon as is reasonably practicable to take over the incident.

### **First Aid Boxes:**

The required minimum of first aid boxes is provided by the school and distributed and restocked by the medical centre as necessary. The siting of the boxes and updating of first aid lists are the responsibility of the School Nurse.

The actual contents of the first aid boxes will be determined by the School Nurse after taking into consideration the area or department in which the box is sited. Staff members withdrawing items from first aid boxes should seek replacement stock from the surgery at the

earliest convenience. The School Nurse will periodically check the first aid boxes around the school and any serious discrepancies in contents will be communicated to the school's Health and Safety Group.

First aid boxes should be easily accessible and preferably sited next to hand washing facilities. All first aid containers MUST be identified by a white cross on a green background.

**General First Aid Box Contents:**

- 20 individually wrapped, sterile adhesive dressings (assorted sizes), appropriate to the type of work
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings – approximately 12cm X 12cm
- 2 large sterile individually wrapped un-medicated wound dressings – approximately 18cm X 18cm
- 1 pair of disposable gloves
- Leaflet giving general guidance on first aid
- Antiseptic wipes
- Conforming bandages
- Blunt rust-proof scissors

*This is a suggested contents list only; equivalent but different items will be considered acceptable.*

*Tablets and medications should not be kept in first aid boxes.*

**Sites of First Aid Boxes at Packwood:**

- Swimming pool
- Park House boarding entrance
- Science room \_ eye wash station
- Biology lab – eyewash station
- Kitchen
- Carpenters
- Theatre
- Cooking room
- Acorns
- Minibuses and Galaxy
- Junior Class block
- Assistant secretary's office
- Sports Hall
- Rounders Pavillion (Summer only)
- Astro turf pavillion

**First Aid Notices:**

Suitable notices should be displayed near to the entrance of buildings which indicate the names of first-aiders.

**Vehicles used for transporting students:**

First aid boxes will be provided in all vehicles used for transporting students. It is the responsibility of the driver to ensure that the contents of the first aid box checks with the contents list attached with the box. Drivers using any items from the first aid box should seek replacements from the surgery before signing-off the vehicle.

**Portable First Aid Boxes:**

Portable First Aid Boxes are available for those members of staff who are required to work away from the normal work place, where access to facilities may be restricted. Examples of these circumstances include:

1. Staff travelling abroad on business
2. Staff travelling in vehicles on a regular basis
3. Staff participating in sporting or social events arranged or supported by the school

**Accident Book:**

The location of the accident book is in the surgery and is reviewed on a regular basis (weekly by Head). Accidents which occur are investigated to avoid a similar accident in the future. Accidents are brought up in the Health and Safety Committee meetings, which the school nurse and keeper of the documents attends.

## Appendix 1

### FIRST AIDERS

Caron Lane **Paediatric First Aid (14hrs) expires November 2024**  
Polly Hall **Paediatric First Aid (14hrs) expires Sept 2025**  
Judith Danks **Paediatric First Aid (14 hrs) expires June 2026**  
Alison McDougall **Paediatric First Aid (14 hrs) expires Sept 2025**  
Harriet Macey **Paediatric First Aid (14 hrs) expires June 2026**  
Nicola Tomlins **Paediatric First Aid (14hrs) expires Sept 2025**  
Jenny Wall **Paediatric First Aid (14 hrs) expires October 2025**

Chris Brunt **expires** September 2026  
Jon Watt **expires** September 2026  
Nick Weston **expires** September 2026  
Caron Lane **expires** September 2026  
Martin Ford **expires** September 2026  
Lena Gildham-Clarke **expires** September 2026  
Sam Hughes **expires** September 2026  
James Mullock **expires** September 2026  
Helen Nogues **expires** September 2026  
Mike O'Hara **expires** September 2026  
Tammy Pembleton **expires** September 2026  
Paul Phillips **expires** September 2026  
Steve Rigby **expires** September 2026  
Hector Robertson **expires** September 2026  
Helena Robertson **expires** January 2025  
Suzanne Rogers **expires** September 2026  
Natalie Shaw **expires** September 2026  
Emma Weston **expires** September 2026  
Alison McDougall **expires** September 2026  
Roz Edwards **expires** September 2026  
Jem Bayliss **expires** September 2026  
Sarah Boutwood **expires** September 2026  
Helen Caithness **expires** September 2026  
Magnus Caithness **expires** September 2026  
Mark Collins **expires** September 2026  
Eliot Coomansingh **expires** September 2026  
Helen Cooper **expires** September 2026  
Judith Danks **expires** September 2026  
Harriet Macey **expires** September 2026  
Nicola Tomlins **expires** September 2026  
Leanne Willis **expires** September 2026  
Sophie Davies **expires** September 2026  
Caroline Dougan **expires** September 2026  
Mary Dunn **expires** September 2026  
Jenny Gill **expires** September 2026  
Polly Hall **expires** September 2026  
Tom Hickman **expires** September 2026  
Charlotte Jackson-Hutt **expires** September 2026  
Caron Lane **expires** September 2026  
Kirstin Leverton-Griffiths **expires** September 2026  
Tim Leverton-Griffiths **expires** September 2026

Reef Leverton-Griffiths **expires** September 2026  
Fenella Nicholas **expires** September 2026  
Kate Parry **expires** September 2026  
Sue Rigby **expires** September 2026  
Suzanne Rogers **expires** September 2026  
Natalie Shaw **expires** September 2026  
Jon Watt **expires** September 2026  
Emma Weston **expires** September 2026  
Sara Wilkinson **expires** September 2026