



FIRST AID POLICY

First Aid Risk Assessment

This has identified the following key points:

(See Appendix for full risk assessment)

- The school site is large and includes woods, outdoor play equipment, a field, sloping play area, steps and a car park.
- The pupils all have a range of learning difficulties and additional needs, including difficulties in gross motor skills leading to less co-ordinated movement.
- Most of the pupils have very limited understanding of safety either inside or outside the building. In addition, some pupils show abnormal reactions to pain ie. over or under reaction.
- Some pupils have additional medical conditions such as asthma or epilepsy.
- The school contains the expected and appropriate range of cleaning equipment, tools and larger outdoor equipment overseen by the Site Manager.
- There are a large number of staff working within the school, some who have a range of additional medical needs.

First Aid Resources, Hygiene and Equipment

- There is appropriate signage throughout the school for staff and pupils. This includes routes for walking and driving onto the site, identifying of fire exits and first aid supplies.
- All procedures and protocols are in place for COSHE and fire/ emergency evacuation.
- Staff are all clearly informed as to protocols for intimate care and lunchtimes in order to ensure good hygiene procedures.
- The first aid room has all necessary resources for treating the range of basic accidents and injuries that may occur. The defibrillator is also based here.

Staff and Training

- There are a number of Paediatric first aiders and First Aid at Work first aiders throughout the school. Refreshing of training is provided when necessary and additional first aiders trained when staff leave the school.
- Specific training for medical needs such as epilepsy and diabetes is given by the relevant medical professional. Staff also have access to online learning and written information to support their understanding and competence.

Specific Medical Conditions

- The school is located with good access to hospitals and quick responses from the emergency services.
- When pupils enter Riverside school parents & carers fill in an essential information form which includes all additional medical needs. There may have medical protocols and staff will also liaise with parents and medical professionals to ensure that they are able to efficiently put these into practice.

Reporting and Recording

- The school has clear recording systems for accidents to pupils and adults including how to get additional support from first aiders as necessary.
- There are different recording systems depending on the seriousness or suspected seriousness of the accident/ incident.
- All staff are shown the necessary recording and reporting systems as part of their induction.
- All classes have a list of the trained first aiders in school.
- Pupils who may have specific medical conditions requiring medication eg inhalers have recording books with the medication.
- All medication given to pupils in school has a written permission slip from parents with the name of medication, dosage and timings on. Once medication has been given then this is recorded clearly in a central file.

Written: January 2024

Review date: January 2026

APPENDIX

	Aspects to consider at your premises	First aid provision considerations (insert your information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<p>Pupils are at risk of expected childhood trips, falls & knocks from use of PE equipment, playing etc. However, many pupils have co-ordination & gross motor difficulties and therefore may have minor accidents & injuries. There is a well-stocked cupboard of first aid resources and plenty of access to running water.</p> <p>Some pupils have asthma, diabetes or epilepsy and a few have individual medical needs that mean they need specific first aid or medical treatment. Pupils have clear protocols, held in various places around the school.</p> <p>Some pupils can behave aggressively to staff & pupils resulting in injuries.</p> <p>Staff have a range of conditions that may require first aid or medical treatment eg diabetes, asthma.</p>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.)	<p>All staff know how to meet the medical needs of their class eg the use of auto-injectors or emergency seizure medication. All medication is in the appropriate place eg inhalers in class, midazolam locked in first aid room with immediate access to the key.</p> <p>All staff and particularly first aiders have appropriate training.</p>
3	Are large numbers of people employed on site?	There are 97 staff and an appropriate number of trained first aiders to meet the needs of the number of pupils, staff and visitors in the school: 4 Emergency First Aiders and 3 Paediatric First Aiders.
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	All minor accidents to pupils are recorded in one book and more significant injuries/ concerns in more detail in another. All adult accidents & incidents are recorded and monitored by senior leaders.
5	Are there staff/children on site who have disabilities or specific health problems?	On entry to the school, specific conditions are recorded in the pupil's main file, on cpoms and all information given to the class teacher. Specific training is given as the pupil moves through the school and all necessary paperwork read by all relevant staff. Advice from the relevant medical professional is gained and shared.
6	Are there clients or service users on the site who may need first aid?	All adults and pupils may be at risk from what might be considered normal accidents and medical incidents.
7	Is there first aid cover for lunchtimes and for the beginning and end of the working day?	There is a slightly elevated risk for pupils during lunchtime eg choking, playtimes eg falling over and during the beginning & end of the school day eg transport on site. Lists of first aiders are in every classroom & staff room and there are always first aiders available and on site. An appropriate staff to pupil ratio is in place for these times.
8	What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?	Although the site is all on one level, it does include separate buildings, playgrounds, field and woods over a certain amount of space. Systems are in place for gaining additional support and all staff are prepared to help in any medical or behavioural incident around the school.
9	Do you have any work experience trainees?	A variety of supply staff and students may be on the site for various amounts of time. The information they are given on arrival includes where the first aid room is and how to gain help if needed.
10	Are there inexperienced or young staff/workers/visitors on site?	Inexperienced or younger students (eg sixth form college) are assigned to a member of the staff team, and this includes any support for medical/ first aid issues.
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	The number of trained first aiders is above the suggested ratio and therefore covers staff being ill or off site for any reason. There are Emergency at Work and Paediatric First aiders.
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	As above.
13	Do you work on a site occupied by other organisations and share first aid arrangements?	The holiday club for pupils includes first aid provision and always has first aiders on site

14	What is the distance from emergency services and how long are they likely to take to arrive on site?	The distance is approximately ten minutes for both the ambulance and fire service.
15	Do some staff work alone or remotely (including contracted home workers)?	There is little lone working, but all staff know where the first aid room and relevant resources are. Separate buildings have their own first aid kits.
16	Do you have service users aged five or younger?	Yr R pupils have access at all times to Paediatric first aiders on site and when on educational visits.
17	Do members of the public visit your premises?	Visitors have the same access to first aid provision as pupils and staff.
18	Do you have any employees with reading or language difficulties?	First aid provision for pupils and adults is explained clearly and verbally as necessary as part of the student/ supply staff or permanent staff's induction.

Part 2 – Summary of first aid provision required

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Name of premises/ site/ school			
Level of first aid staff (type of provision)	Numbers of staff required to be on site at any time	Names of trained staff (expiry date)	Date training requires updating
Emergency First Aider		Anne Hallitt (June 2025) Cathy Pitney (June 2024) Sarah Vernal (June 2024) Julia Spacey (January 2025) Paul Martin (November 2026) Alison Wright (January 2027)	
Paediatric First Aid Trained		Amy Martin (March 2025) Rachel Harris (March 2025) Hannah Pilcher (October 2025)	
Appointed Person			
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>			

First aid needs assessment completion

Manager's comments	<i>Insert comments relevant to assessment as appropriate</i>		
Name of manager	Signature of manager	Date	
Catherine LeRoux			
Assessment reviews	<i>Set future actions and review dates and sign/comment upon completion</i>		
What needs to be done in the next 12 months to maintain suitable first aid provision?	Train one more staff member in Paediatric First aid Refresh all trained first aiders in the use of the defibrillator.		
Who is checking that it has been done?	Anne Hallitt		
Who is tasked with doing it and by when?	Anne Hallitt February 2024		
Review date	Reviewed by	Reviewer signature	Remarks