



Regents Park Community College

First Aid Policy

Policy updated: October 2023

Policy ratified at Governors Meeting: October 2023

Policy signed by Chair of Governors: Chair of Governors

Policy to be reviewed: October 2024

Introduction

Policy Statement

Regents Park Community College 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.

Responsibility for first aid at RPCC is held by the Business Manager who is the responsible manager.

All first aid provision is arranged and managed in accordance with the First Aid Policy.

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

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The HCC Children's Services First Aid Needs Assessment Form (Appendix 4) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are 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
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At RPCC there are 28 emergency first aiders who are as follows:

| Name | | Expiry |
|------|----------|--------------------|
| Mrs | Aldworth | 18th April 2026 |
| Miss | Baillie | 24th June 2024 |
| Mrs | Ballard | 20th February 2025 |
| Mrs | Blakely | 21st July 2025 |
| Mr | Branford | 21st July 2025 |
| Mrs | Cooper | 18th April 2026 |
| Mrs | Corrigan | 18th April 2026 |
| Mr | Dunn | 20th February 2025 |
| Mr | Ellis | 21st July 2025 |

| | | |
|------|---------------|--------------------|
| Miss | Fison | 18th April 2026 |
| Miss | Gilbert-Twigg | 18th April 2026 |
| Mr | Grainey | 18th April 2026 |
| Mrs | Jarvis | 21st July 2025 |
| Miss | Kaur | 24th June 2024 |
| Miss | Khan | 24th June 2024 |
| Mr | Makepeace | 21st July 2025 |
| Mrs | Mansbridge | 24th June 2024 |
| Mrs | May | 18th April 2026 |
| Mr | McArthur | 18th April 2026 |
| Mrs | C Moth | 24th June 2024 |
| Miss | Mouland | 18th April 2026 |
| Miss | Robinson | 21st July 2025 |
| Mrs | Saunders | 18th April 2026 |
| Mr | Sinclair | 21st July 2025 |
| Mrs | Thompson | 20th February 2025 |
| Miss | Tingey | 24th June 2024 |
| Mr | Walker | 18th April 2026 |
| Miss | West | 21st July 2025 |

They will be 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).

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At RPCC there are 5 qualified first aiders who are as follows:

| Name | Expiry |
|-------------|-------------------------------|
| Miss Amos | 28th July 2024 |
| Mrs Heath | 28th July 2024 |
| Miss Lovato | 28th October 2024 |
| Mrs Simmons | 28th October 2024 |
| Miss Moore | 14 th October 2025 |

They will be 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. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 12 first aid kits on the premises
 - These first aid kits will be situated at the schools main office, Staff Room, Resource Hub Kitchen, Science Prep Room, D3, D6, Art, PE, Site Office, Swimming Pool, IT Support
- 1 travel first aid kit in each vehicle
 - These travel first aid kits will be located in YH13 OAB & YD11 KFL

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 3 months and record findings on the First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. The Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- running water, first aid equipment, telephone, chair, toilet, sink

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider 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.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

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 it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

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 can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parent. 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).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/ 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.

Out of hour and Trips

The first aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included in the Trips Policy. These are reviewed for each trip/visit and the level of first aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

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

- Name of injured person
- Name of the first aider in attendance
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Appendix 4

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

| First Aid Kit Checklist | | | | |
|--|--|------------------|-------------------|-----------------|
| Location of First Aid Kit/Box | | | | |
| Vehicle & Registration No. <i>(if applicable)</i> | | | | |
| Identity No. of First Aid Kit/Box <i>(if applicable)</i> | | | | |
| Date of Initial First Aid Kit/Box Check | | | | |
| Name of Assessing First Aider | | | | |
| Contents Check | | | | |
| No. | Premises First Aid Box | Minimum Required | Required Quantity | Actual Quantity |
| 1. | Individually wrapped sterile adhesive dressings (assorted sizes) | 20 | | |
| 2. | Individually wrapped triangular bandages (preferably sterile) | 1 | | |
| 3. | Individual wrapped anti bacterial wipes | 20 | | |
| 4. | Individually wrapped bandages (preferably sterile) | 2 | | |
| 5. | Eye wash pods | 2 | | |
| 6. | Pair of disposable gloves | 2 | | |
| 7. | Emergency foil blanket | 2 | | |
| No. | Travel First Aid Kit | Minimum Required | Required Quantity | Actual Quantity |
| 1 | Individually wrapped sterile adhesive dressings (assorted sizes) | 20 | | |
| 2 | Individually wrapped triangular bandages (preferably sterile) | 1 | | |
| 3 | Individual wrapped anti bacterial wipes | 20 | | |
| 4 | Individually wrapped bandages (preferably sterile) | 2 | | |
| 5 | Eye wash pods | 2 | | |
| 6 | Pair of disposable gloves | 2 | | |

