

<u>Title</u>	<b>First Aid – Pupils &amp; Children</b>	<u>Review Date</u>	<b>October 2025</b>
<b><u>Rationale</u></b>			
<p>As part of our on-going commitment to Health &amp; Safety and following an assessment of First Aid provision the following protocol will outline safe working practices &amp; procedures in and out of school.</p>			
<b><u>Directives</u></b>			
<b>The following directives must be adhered to:</b>			
<b>Managing First Aid in School</b>			
<b>First Aiders at Work</b>			
	<p>Mathilde Sharrocks/Karl White/Nathan Wilkinson/Galina Barnes/Craig Eaves are qualified First Aiders at Work (FAW) and are responsible for administering First Aid treatment to staff &amp; adult visitors only.</p>		
<b>First Aid Provision for Pupils and Children in School</b>			
	<p>6 Paediatric First Aiders have been trained in order to administer First Aid to Pupils in school, on school trips or outings.</p> <p>25 Emergency First Aiders at Work (EFAW) have been trained and can administer First Aid to staff, visitors and pupils in school and whilst on trips or outings.</p>		
<b>First Aid must be administered to children and pupils by a trained First Aider in school.</b>			
	<p>Pupils requiring non-urgent First Aid:</p> <ul style="list-style-type: none"> <li>• First Aid must be administered by staff First Aiders</li> <li>• Treatment given will be recorded in the First Aid Book, located with the First Aid Box.</li> </ul>		

	<p>In the event of a child becoming ill and/or all other urgent/emergency situations, a member of the nursing team may be called on by the First Aider to support whilst awaiting the arrival of the emergency services.</p>
<p><b>First Aid Provision in School</b></p>	
	<ul style="list-style-type: none"> <li>• A Staff First Aider must be present in the building throughout the whole of each working day.</li> <li>• First Aid Provision must also cover holiday periods and after school events, as required.</li> <li>• First Aid Stations are installed in both sides of school</li> </ul> <p>The locations are:</p> <p><b>Original school building:</b></p> <p>Main reception  Pool  Atrium stairs  Staff room  Atrium  DHT kitchen  Kitchen (LCC catering provide their own)</p> <p><b>Newer school building:</b></p> <p>Staff room  Kitchen  Family Wellbeing coordinator office  Hygiene room (West wing)  Hygiene room (North wing)</p> <p>The contents list of the First Aid box is clearly indicated in each box.</p> <ul style="list-style-type: none"> <li>• The contents list and quantities of stock in the boxes should be maintained at all times by the nominated persons.</li> <li>• Any usage should be recorded in the individual First Aid stock book.</li> <li>• The stock book should be kept in the First Aid box at all times.</li> </ul>
<p><b>Nominated Person(s)</b></p>	
	<p>Site Staff are responsible for checking and ordering First Aid supplies</p> <p>The nominated person(s) are responsible for monitoring stocks levels, replenishing used supplies and ordering stock for all First Aid Kits to be used in and out of school.</p>

## Newfield School First Aid Protocol (Pupils & Children)

Auditing should be carried out weekly or before, as required.

This should include:

- All 12 First Aid stations in school
- All 8 First Aid 'Kitbags' for use on class/group outings
- 1 First Aid Box on each of the school minibuses/people carriers

### **Managing First Aid out of school**

- A First Aider will, at all times, accompany each school trip off site.
- A Paediatric First Aider or an Emergency First Aider must escort classes and groups on school trips, links, visits and outings or when individual pupils are required to enter the community as part of the curriculum.
- A number of smaller First Aid 'kitbags' are located in the Assistant Heads Office in the Atrium of the older school building (4), and in Newer school building admin office (4).
- These kits will be taken by class groups on all visits and must be signed in and out of school when in use by the First Aider.
- The group/class First Aider should check the kitbag before use and identify any missing contents.
- Any missing or defective contents should be reported immediately.
- A First Aid Box is carried on each of the school minibuses.

### **Notes**

The First Aid Protocol and Safe Working Practices outlined in this document should be reviewed on an annual basis.

Last Reviewed – October 2024