

First Aid Policy

Introduction

Briarwood School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors. The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

The Health and Safety (First Aid) Regulations require employers to provide trained persons, equipment etc. to deal with First Aid emergencies and ill-health occurring at work.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition
- Promote recovery

Aims

The aims of this first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regard to health and safety.
- Provide a clear framework for responding to first aid incidents and for recording and reporting the outcomes.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)

- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992
- The Social Security (Claims and Payments) Regulations 1979
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained Schools and Academies'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Attendance Policy
- Pupils with Additional Health Needs Attendance Policy
- Admissions Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Child protection and Safeguarding policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Responsibility

The Governing Body is responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol.

- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that the school has: A suitably stocked first-aid kit and an appointed person to take charge of first-aid arrangements and that there is information for all employees giving details of first-aid arrangements
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

The Executive Headteacher is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them

The Head of Provision is responsible for:

- Ensuring that a sufficient number of staff are trained and available to implement this policy
- Ensure that first aiders are appropriately trained regarding asthma, e.g. supporting pupils to take their own medication and caring for pupils who are having asthma attacks.

Head of School (as nominated appointed persons on their sites) responsibilities:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. ensuring response team are restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Ensure risk assessments are in line with expectations set out in the Allergy and Anaphylaxis policy and are compliant, with reference to pupils medical needs
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid (infants)

The Pastoral Response Team will be responsible (in their role as first aiders) for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.
- Restocking first aid boxes within their departments
- Check expiry date on medication and emergency medication across sites, ensuring all expired medication is sent home with pupils and new medication is requested
- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits
- Ensuring that an ambulance or other professional medical help is called when appropriate.
- Checking spare AAs are present and in date on a monthly basis
- Making sure that replacement AAs are obtained when expiry dates approach

School staff will be responsible for:

- Providing support to pupils with medical conditions, where requested, including the administering of medicines, but are not required to do so.
- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
- Ensuring when signing risk assessments they are in line with expectations set out in the Allergy and Anaphylaxis policy and are compliant, with reference to pupils medical needs

Parents will be responsible for:

- If the child is acutely unwell, parents/carers should keep them at home for an appropriate period, e.g. sickness and/or diarrhoea for 48 hours. More information on exclusion periods following infectious diseases is available from Public Health England.
- Informing the school about any major injuries occurring outside of the establishment, for example, if they return with a plaster cast. This is so that the school can prepare for any additional needs this pupil may then have, and if necessary, risk assess. Externally occurring injuries also need to be reported to the Designated Safeguarding Lead (DSL) immediately.

First Aiders

First aiders will hold a valid certificate of competence and will receive refresher training prior to expiration of certificate (if required to be renewed).

The school will maintain a register of trained first aiders, the training completed, the date attended and the date on which each qualification must be renewed. Where a certificate expires, the member of staff will not act as a qualified first aider until the required training has been successfully renewed.

First aid posters will be clearly displayed throughout the school and a list of staff who are first aid trained can be found in Appendix C.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all time.

First Aid boxes are located around each site and are regularly monitored and re-filled by the Response Team in their roles as First Aiders.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 10 pairs of disposable gloves

No medication will be kept in first aid kits. Emergency and prescribed medicines will continue to be stored and managed under the school's separate medicines/medical arrangements.

All first aid containers will be identified by a white cross on a green background.

The Head of School will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed. Head of Schools should liaise with the response team to ensure this is monitored.

Arrangements will be in place to make first aid supplies and a defibrillator machine available for any community groups or after school (independent) play schemes, etc. using the facilities, if applicable or ensure the hirers/users have such provision themselves, or achieve the list between them.

First aid rooms are as follows:

Infants: Head of School Office / Response Office

Juniors: Response Office

Secondary: Response Office

Nexus: Response Office

Sixth Form: Juniors Response Office

Throgmorton: Response Office

The rooms should enable medical examinations and treatment of pupils and for the short-term care of sick or injured pupils.

The response office / first aid room will:

- Be large enough to hold a chair
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have access to/be near to a sink with hot and cold running water and toilet
- Be positioned as near as possible to a point of access for transport to hospital.

Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including pupils), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the school, on or off site.

Assessing Risk

The school will routinely re-evaluate its first aid arrangements through a needs/risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Procedure

In the first instance, staff will assess the seriousness of the injury or illness and seek assistance from a qualified first aider or the Pastoral Response Team, as appropriate.

The first aider will assess the casualty, provide immediate and appropriate treatment, decide whether further assistance is needed, and remain with the casualty until help arrives where necessary.

The first aider will contact the Head of School or a member of the leadership team if they deem this to be of sufficient concern or if there is a head injury.

If a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect them. The first aider will advise on appropriate next steps.

If the emergency services are called, parents/carers will be contacted immediately.

An accident report will be completed on the same day, or as soon as is reasonably practicable, after an incident resulting in injury.

Equality and Diversity

In administering medication/treatments and deciding emergency courses of action, staff must have due regard for the following implications and equality issues:

- Diverse cultural values
- Specific medical conditions encountered in particular ethnic groups
- The practices and ethical values of particular faith groups and
- The need for appropriate privacy of pupils while at the same time ensuring issues such as potential accusations of child abuse, especially where intimate procedures are involved or addressed.

Due care should be exercised where English is not the first language of the pupil or parent/carer. Translation services must be sought if parents have difficulty understanding or supporting their child's medical condition themselves.

Staff Training

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation or provided through recognised practitioners and healthcare professionals.

Following any staff reorganisations, it is important to check that appropriate numbers of trained individuals are still available.

The school is aware that first aid certificates are usually valid for two years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date.

Training needs will be assessed by the Head of Provision after being requested, and whole school training needs will be regularly updated to ensure there is enough coverage across sites.

The Learning and Development Co-Ordinator keeps detailed record of all training which has been undertaken and this is reviewed regularly by the leadership team.

Staff will be notified in advance if their training is due for renewal and must act accordingly. Staff should proactively discuss their training needs with their Heads of School and identify whether this training need is required. If it is deemed that the training is required, a CPD booking request needs to be submitted.

The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Briarwood School provides support for staff who are frequently involved in the administration of medication and first aid to pupils through regular medical and behaviour debriefing, our Wellbeing Charter and providing access to the Bridge Therapist when needed. For an exhaustive list of support please refer to our **staff wellbeing brochure**.

The school will ensure that staff are aware that the administration of first aid at work does not include the administration of medication, whether prescribed or not. Only suitably trained individuals can administer medicines to pupils. A suitable course must be completed.

Trained individuals must be available at all times of the school day (e.g. Lunchtimes).

The leadership team must identify suitable employees who are willing to undertake First Aid training and supporting pupils at schools with medical conditions training.

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. If there are pupils under 5 years old there must be suitable numbers of paediatric first aiders. There must be adequate cover to cater for periods of staff sickness or leave.

A register must record the members of staff who have received first aid and / or supporting pupils at schools with medical conditions training. This must be reviewed regularly and always at the start of each academic year with oversight from Governors.

EYFS

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.

- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years.

Pastoral Response Team

The Pastoral Response team are First Aid trained and trained to respond to any alert or issue across the sites. They are trained in administration of medication and also have bespoke training for specific pupils medical needs, alongside extensive training in other areas such as administering medication for seizures and allergies.

The response team have a bank of knowledge around medical conditions and are the first pillar of support when dealing with a first aid incident.

There are also a number of 'back up' responders with additional contracts who can step up should a responder be off site or ill, enabling classes to have continuous support for medication and first aid needs throughout the school day.

Each class has an alert system, when pressed with send a signal to the response team that support is needed. The response team will respond in a timely manner and notify the Head of School should a more serious incident occur.

Reporting of accidents and incidents of occupational ill-health

Staff will record all incidents and near misses on an accident form. This is the responsibility of the person who has had the accident (in case of staff) or person who witnessed the accident (in case of pupils). We would encourage all staff to be checked by a first aider and ensure they check the form before signing it.

These forms need to be handed in and signed by HoS before being passed to the admin team for filing on Arbor. Serious accidents & injuries should be reported to Bristol City Council health and safety team who then escalate to HSE if RIDDOR reportable but we can seek advice from delegated services

All administration of medicine must also be recorded. There should be one incident per page, due to data protection.

Any serious incident must be reported to the Executive Head teacher immediately.

The school operations committee must also regularly analyse incidents to spot any patterns and for investigative purposes.

Notification can be made to parents/carers about minor injuries through the home school diary at the end of the day with the child. Any significant incident should be discussed with the leadership team or Head of School and will be reported to parents/carers by telephone straight away. Any head injuries should also be reported to parents/carers at the earliest available opportunity, preferably in writing with advice on how to take further action if symptoms develop (please see appendix y).

All injuries, however minor, must be reported to parents/carers in writing at the end of the day.

Notification will be made by the Executive Head teacher to:

- Health and Safety Executive as required under RIDDOR going through Delegated Services
- OFSTED if it is a serious incident and there are safeguarding issues.
- The LA if it is a serious incident and there are safeguarding issues.
- If there is a serious disease the appropriate GP or Public Health England at <https://www.gov.uk/phe> or through Delegated Services.

All records are stored in line with our records management policy.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.

The name and signature of the first aider or person dealing with the incident.

The school is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

Accident records will be retained for a minimum of 3 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, or longer where required by the school's insurer or records retention schedule, and will then be securely disposed of.

RIDDOR reporting will include reportable deaths, specified injuries, qualifying over-7-day injuries to employees, diagnosed occupational diseases and specified dangerous occurrences. For pupils and visitors, an injury is reportable where it arises out of or in connection with a work activity and the person is taken directly from the scene to hospital for treatment.

RIDDOR reports will be made as soon as reasonably practicable and within the applicable statutory timeframe. Over-7-day employee injuries will be reported within 15 days. The school will follow the reporting route set out above through Delegated Services/Bristol City Council where applicable.

Off Site Trips and Excursions

There must always be an individual present who is trained in paediatric first aid if under 5's are attending the trip.

When outside of school premises, e.g. on school trips, it is essential all medication must be taken and stored in the most appropriate manner (e.g. in a first aid bag).

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.
- For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

Information

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.

- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

Monitoring and review

This policy will be reviewed annually. First aid provision, including the first aid needs assessment, staffing, equipment, training and procedures, will also be reviewed at least annually and sooner where circumstances, incidents or pupil/staff needs indicate that changes are required.

Appendix A - Role and Responsibilities of First Aiders and Appointed Persons

The First Aider's role includes (but are not exhaustive of):

- administration of First Aid, up to but not exceeding the level of their training
- ensuring that any incident and any treatment given is recorded appropriately
- ensuring that all spillages of body fluids are cleaned up promptly
- maintaining stocks within the First Aid kit/box (see Appendix L)
- ensuring, in liaison with management, that appropriate documentation is completed and that reportable accidents are reported to the line Manager as soon as possible after dealing with the immediate effects.
- ensuring that their own recommended immunisations/injections are up-to-date and
- reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.
- First Aiders must ensure their qualifications are kept up to date.

Appendix B - Payment for First Aiders

For non-teaching staff an allowance may be paid to First Aiders who have a valid current First Aid at Work Certificate and if being a first aider is detailed as an essential criterion on the relevant person specification. Other staff who are not required to be first aiders as part of their job description may have the opportunity to do so and the school will pay for their training in the same way as for essential staff, however there will be no first aid allowance paid.

This payment will be stopped if the First Aider:

- chooses not to continue as a First Aider, or
- does not attend the 12 monthly refresher courses, or
- on attendance at the refresher course is found not to be competent, or
- allows their certificate to lapse, or
- relocates to a unit/establishment which already has sufficient First Aiders, or
- leaves the organisation.

Appendix C – First Aiders

Named First Aiders in Briarwood:

Kate/Jess – please update

Name/type of training.

Staff member(s) who attended.

Date attended.

Renewal/expiry date, where applicable.

First Aiders:

- Alistair Mackintosh
- Holly Regan-Wiles
- Danielle Oberhansli
- Sarah Lane-Batt
- Kirsty Stitfall
- Kathryn Weeks
- Adam Lipinski
- Stacey Jones
- Louise Rudrum
- Marie Evans
- Tracey Fullerton
- Georgina Andrews
- Lisa Foster
- Danielle Lloyd
- Matt Bowden
- Antonios Petropoulos
- Bethany Bradley
- Daisy Purnell
- Sarah Gilder

Mental Health First Aiders:

- Matt Bowden
- Sarah Lane-Batt
- Danielle Oberhansli
- Kirsty Stitfall
- Danielle Lloyd
- Antonios Petropoulos
- Alistair Mackintosh
- Stacey Jones
- Katrina Maclaren Amor
- Sarah Gilder
- Anna Kudrjasova
- Adam Lipinski

Paediatric First Aiders:

- Freya Houghton
- Elaine Crook
- Megan Webster
- Sophie Flynn

Appendix D: Contents of main first aid boxes

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings,
- 10 pair of disposable gloves.

Equivalent or additional items are acceptable.

Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes and
- two pair of disposable gloves.

Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities.

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have onboard a first aid container with the following items:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5 cms wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins and
- one pair of rustless blunt-ended scissors.

This first-aid container shall be:

- maintained in a good condition
- suitable for the purpose of keeping the items referred to above in good condition
- readily available for use and prominently marked as a first-aid container.

Appendix E – Automatic External Defibrillator machines

AEDs are small machines that can have a big impact. Easy to use and portable, if used in the crucial minutes before an ambulance arrives they double the chances of someone surviving after their heart stops.

Sudden cardiac arrest can happen to anyone who may or may not be diagnosed with a cardiac condition. A defibrillator is a life-saving machine that gives the heart an electric shock and can make a difference between life and death.

Why should you have a defibrillator?

Immediate defibrillation can be the difference between a life lost and a life saved.

- Around 30,000 people have a cardiac arrest each year outside the confines of a hospital
- The chance of survival after the heart stops falls by around 10% for every minute that passes without defibrillation
- It can take the emergency services several minutes (and sometimes longer) to arrive.

Time and again, AEDs have proven to be the difference between life and death. Yet, access to AEDs remains out of reach for most victims who have sudden cardiac arrest in public spaces.

You can't make it worse by using an AED

Modern AEDs talk users through the exact steps to take in a first aid emergency, and are very reliable. **You can't do any harm with an AED**, as they read the casualty's electrical system and will only give a shock if their heart has stopped.

Anyone can use an AED

You don't need training to use an AED as they give audible instructions. However, we recommend that people who might need to use them, such as workplace first aiders, are trained to reduce possible anxiety during an emergency.

The importance of AEDs in schools

Sudden Arrhythmic Death Syndrome (SADS) affects children as well as adults. AEDs have saved numerous young people in schools across the country, yet deaths can happen if this life saving equipment isn't in reach, and many schools don't have one.

The American Heart Association claims an 80-100 % survival rate for children who have cardiac arrest when an AED is used within the first few minutes of the incident.

Schools are often located at the centre of communities, with sports fields and facilities used outside school hours. Locating public-access AEDs on school grounds puts the equipment in reach of the whole community. Other well-accessed locations are care homes, commercial premises and work places.

Appendix F -

Dear Parent / Carer,

..... had a bump today!

Your child was seen by a first aider and is now feeling

Details:

.....

.....

.....



In rare circumstances, symptoms of concussion may develop up to 24 hours after an injury. If any of the following conditions occur, please refer the child to a doctor, preferably at the local A&E department:

- Severe headache (persistent)
- Sensitivity to bright light
- Vomiting
- Dizziness, double vision, or blurred vision
- Disorientation or confusion
- Changes in consciousness level

For more information please visit:

<https://www.nhs.uk/conditions/head-injury-and-concussion/>

Signed:

Date:

Appendix H – Department Health and Safety Walk - Audit

Area	Essential information (please tick)					Comments	Actions
	Fire exits clearly & correctly labelled	Fire procedure up to date & visible	Safeguarding + First Aid posters up to date & visible	Are first aid boxes stocked and items in date including A&S?	Are all emergency protocols present on health and safety boards within classrooms?		

Appendix J – PFA Ratios

Area	Details for Briarwood Infants
Age range (statutory definition)	Under 5s
Key Stage	Reception
Statutory ratio (EYFS)	1 adult: 8 children
Pupils under 5	4
Classes affected	2
Minimum number of staff required to hold full PFA	2
Current staff holding PFA	3
Reason	Only staff with full PFA can be counted in statutory ratios
PFA cover requirement	At least one full PFA-trained staff member on site at all times At least one full PFA-trained staff present at all times present and supervising while children are eating At least one full PFA-trained staff when going off site
Current practice	Staffing levels exceed minimum ratios, with multiple PFA-trained staff to ensure resilience during absences, breaks, and outings

Area	Details for Briarwood South
Age range (statutory definition)	Under 5s
Key Stage	Reception
Statutory ratio (EYFS)	1 adult: 8 children
Pupils under 5	6
Classes affected	2
Minimum number of staff required to hold full PFA	2
Current staff holding PFA	3
Reason	Only staff with full PFA can be counted in statutory ratios
PFA cover requirement	At least one full PFA-trained staff member on site at all times At least one full PFA-trained staff present at all times present and supervising while children are eating At least one full PFA-trained staff when going off site
Current practice	Staffing levels exceed minimum ratios, with multiple PFA-trained staff to ensure resilience during absences, breaks, and outings

Appendix I – Accident / Injury Report Process and Form

Accident, Injury or Near Miss Process

Staff should report all accidents, injuries or near miss (potential risk of an accident) on the form detailed below. These should be completed for anyone who is involved in an injury or accident on site and is relevant to staff, pupils, visitors, contractors, supply staff.

Adult process: If you are an adult, please complete the form on behalf of yourself if you have sustained an accident, injury or near miss, unless physically unable to do so, in which case a first aider may complete this form for you. If first aid has been sought, please ensure you have asked the first aider to complete and sign the box below prior to handing this form in.

Pupil process: If you are completing a form on behalf of a pupil, please ensure the first aider has completed and signed the box prior to handing this form in.

1. Staff to complete on the day of the event
2. If a first aider has been sought, first aider needs to sign and list any treatment administered including if parents have been contacted (this is compulsory for pupils)
3. Staff hand completed form to Head of School for review.
4. Head of School to review form, address any resulting actions; including reporting RIDDOR to LA and submission of LA Accident and Injury Reporting form via online portal if necessary. bristolhs.alphatec.net
5. If LA reporting form submitted, Head of School receives confirmation of submission and saves email to M:\Health and Safety\Accident and Injury Reporting.
6. Head of School to give signed and dated accident form to site administrator.
7. Site administrator to input on pupil/staff Arbor file.
Forms relating to visitors, supply staff contractors should be saved to:
M:\Health and Safety\Accident and Injury Reporting.
8. Paper form shredded to adhere to GDPR.
9. Arbor Accident Injury data reported to FGB termly by EHT.

Accident, Injury or Near Miss Form

Please complete with as much information as possible. Please ensure the form is signed and dated before handing to Head of School. If the incident occurred due to challenging behaviour, please ensure relevant behaviour documentation is completed.

If you are an adult, please complete this form on behalf of yourself if you have sustained an accident, injury or near miss, unless physically unable to do so, in which case a first aider may complete this form for you. If first aid has been sought, please ensure you have asked the first aider to complete and sign the box below prior to handing this form in.

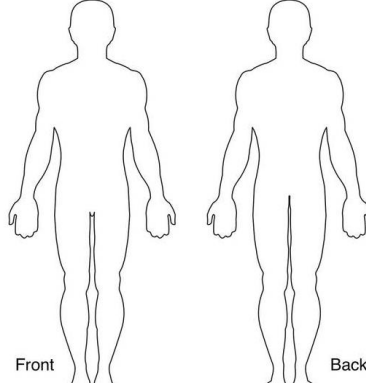
If you are completing this form on behalf of a pupil, please ensure if first aid was sought, the first aider has completed the relevant box below.

Injured Persons Details

Name		Date of birth	
Address		Telephone	

About the Incident

Date of incident		Time of incident	
Location of incident		Was this a near miss?	
Name of others involved		Was a First Aider sought? (if yes, please ensure they complete first aider box below)	
Description of incident			

Location of Injury	 Front Back
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What happened next?	☐ Person stayed at school ☐ Person went home ☐ Person went to hospital
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For completion by First Aider only:

Treatment Administered	
Have parents been informed?	
Name of first aider	
Signature of first aider	

For Office use;

Injured person (if staff)		Date	
Head of School		Date	

Received by admin		Date	
Input on Arbor		Date	
Further actions required			