



**Riccall Community Primary School**  
Coppergate, Riccall, York YO19 6PF  
Tel: 01757 248234 Fax: 01757 248575  
Head Teacher: Mr Jamie Llewellyn  
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[www.riccallprimary.co.uk](http://www.riccallprimary.co.uk)



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## **First Aid Policy**

### **1. General statement**

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

### **2. The legal position**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

### **3. Responsibilities of first aid personnel**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.



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#### 4. Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice, if necessary.
- If it is a minor accident, wet paper towels will be applied to any areas where a child is complaining of pain, as long as the skin isn't broken.
- If there is a lump or swelling, an icepack will be applied for a maximum of 10 minutes. During this time, the child will stay under adult supervision. If the lump or swelling hasn't diminished over the 10 minutes, parents will be called and advised to seek further medical advice.
- If the skin is broken (i.e. a cut or graze), then gauze and cold water will be used to clean the wound.
- Splinters can be removed by school staff, if they are sticking out above skin level.
- All incidents where a degree of first aid is applied will be recorded in our accident book and a form will be sent home, out of courtesy to parents. If the incident involved a child bumping their head, a text message will always be sent home. It is the responsibility of the person who deals with the child to fill in the accident book, complete the form and inform the office of the need to send a text home, if appropriate.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to the office team as soon as possible.
- If a first aid kit is poorly stocked, this should be reported to the office team.
- The first aid kits are checked weekly to ensure everything is well stocked and in date.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for returning the kit to where it is stored and informing the office team when it is poorly stocked.

#### 5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

#### 6. Children with Medical Needs

A list of children who have epipens, inhalers or who have diabetes will be prominently displayed in each classroom. The location of each child's epipen or inhaler will appear alongside the child's name. These should be somewhere that children can access themselves, if necessary.



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## 7. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic six-hour course.

## 8. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

DJ Llewellyn

Mr Jamie Llewellyn  
Headteacher

Date: 04.01.2023