

**CP RIVERSIDE
SCHOOL**



FIRST AID POLICY

Period of review	Two years
Next review date	September 2028

1.0 POLICY STATEMENT

- 1.1 The Principal and Local Governing Body of CP Riverside accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing First Aid for employees, students and visitors within the school.
- 1.2 The Health and Safety (First Aid) Regulations require employers to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to all employees, children, and visitors who are injured or become ill at school.
- 1.3 Legally, there is no set limit for the number of first aiders required, but based on the nature and size of the school, the level of risk present in the school, and the distance from medical facilities, we aim to have at least one first aider present at all times.

2.0 KEY POINTS

- 2.1 All staff are expected to use their best endeavours during a first aid emergency. All staff must know:
 - How to call the emergency services – dial 999/112 and ask for an ambulance. If there is no doubt that an ambulance is required, call an ambulance straight away.
 - The location of the nearest first aid box which will contain:
 - The name of and how to contact the First Aider (first aid trained person) responsible for the building
 - A basic aide memoire for dealing with first aid emergencies (Annex A)
 - Basic first aid equipment

Appointed Persons at CP Riverside School are Remiah Day and Mark Eyre. They are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned if appropriate;
- Looking after and restocking the first aid box , and any other first aid equipment in their area of responsibility.

The appointed person is not a first aider, but it is good practice for the appointed person to undertake first aid training to help them cope with an emergency. This training, which does not have to be Health and Safety Executive (HSE) approved, would include:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty

- 2.3 **First Aiders** are responsible for.

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Where necessary, ensuring that an ambulance or other professional medical help is called. First Aiders must complete a training course approved by the HSE. Refresher training is required every three years.

*The **First Aiders** are: Sarah Rothwell, Chloe Hodgson, Leah Fielding, Amanda Hunt and Nathan Kelly.*

3.0 REVIEW

- 3.1 This policy is reviewed every three years or as necessary, for example, if a First Aider leaves the school.

4.0 EQUIPMENT FIRST AID BOXES

- 4.1 First aid boxes are located in the Medical Room (Ground Floor), the Sports Hall, the Kitchens, and the Science and Art Classrooms. All Appointed Persons are responsible for replenishing the first aid boxes in their allocated areas and ensuring that they contain all necessary equipment and are up to date. A recommended contents sheet is on the inside of the first aid boxes.
The AED (Automated External Defibrillator) is located in the school office.

5.0 INFORMATION

- 5.1 All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are. The relevant information is also on the Staff drive; Health and Safety Policy and First Aid Policy and recording information form.
- 5.2 First aid notices naming the qualified first aiders are on display in the Hub, corridors as well as the school reception.

6.0 UPDATING

- 6.1 All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

7.0 TRAINING

- 7.1 All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider. First aiders at CP Riverside School attend a refresher course every three years.
- 7.2 All staff will be trained in what to do in an emergency, cardiopulmonary resuscitation, first aid for unconscious casualties.

8.0 ADMINISTERING FIRST AID

- 8.1 If someone is injured, becomes unwell and needs help, the nearest first aider or appointed person should be contacted, and asked to attend. The attendee will assess the situation, provide help, request assistance from a first aider if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary. In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department.

9.0 MEDICAL SUPPORT

- 9.1 When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital, then we will call a taxi. Either the first aider or available member of staff will remain with the casualty and accompany them to the hospital or they will ask an appropriate member of staff to stay with them. In all circumstances where medical attention is required, we will make contact with the student's parents/carers.

- 9.2 Emergency contacts for students are recorded on the school's MIS and in the student file in the school office.

10.0 SPILLAGES OF BODY FLUIDS

- 10.1 These must be dealt with by a qualified first aider or by an appropriate member of staff although the first aider should be notified as it would go towards understanding of the ill/injured persons' condition. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid room to clean up. The first aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit and disposed of correctly. The incident should be reported in the accident book.

11.0 RECORDS

- 11.1 An accident form should be completed every time a first aider or appointed person provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident record is available on the Nottinghamshire County Council Schools Portal. When necessary, the accident will be reported under RIDDOR.

12.0 MEDICATION

- 12.1 The School has a policy that no medication will be given to any student on the school premises unless it is a prescribed medication accompanied by instructions for dosage etc. from a doctor and accompanied by parental consent. A small supply of paracetamol will be held on site for emergency use, but only if consent has been given and recorded on a consent form, by the parent/carer.
- 12.2 Parental consent forms for the administration of medication are available in the school office and must be signed by the parent/carer.
- 12.3 Any medication held on behalf of a student will be kept in the medical room in the designated medical refrigerator

ADOPTION BY GOVERNING BODY



(Principal)

Date: September 2026

(Chair of Governors)

Date: September 2026

Annex A:

Basic First Aid

Knowing what to do in an emergency is vitally important. Consider getting some first aid training and a first aid kit, and familiarise yourself with how to deal with some of the more common situations outlined below.

If someone is injured, the following steps will keep them as safe as possible until professional help arrives:

- Keep calm.
- If people are seriously injured call 999/112 immediately; and contact the Appointed Person and First Aider.
- Make sure you and the injured person are not in danger.
- Assess the injured person carefully and act on your findings using the basic first aid steps below.
- Keep an eye on the injured person's condition until the emergency services arrive.
- Always wear protective gloves when dealing with open wounds and bodily fluids to minimise the risk of infection.

Unconsciousness		Bleeding
If the person is unconscious with no obvious sign of life, call 999/112 and ask for an ambulance immediately. If you or any bystander has the necessary skills, administer CPR while you wait for the emergency services. Use the Defibrillator located in the school office if needed.		Control bleeding by applying 10 minutes of firm pressure to the wound using a clean, dry dressing. Do not remove an embedded object from the casualty. Lay or sit the person down, reassure them, keep them warm and loosen any tight clothing.

Burns		Broken bones
For all burns, remove jewellery and loose clothing, cool the burn with water for at least 20 minutes. Do not apply dry dressings, only cling film. Keep the patient warm and call an ambulance if necessary.		Try to avoid as much movement as possible and keep the casualty comfortable and send to nearest A&E or call 999/112

FIRST AIDERS IN SCHOOL ARE:

- Sarah Rothwell
- Chloe Hodgson
- Leah Fielding
- Amanda Hunt
- Nathan Kelly