



# **POLISI CYMORTH CYNTAF**

## **FIRST AID POLICY**

PARATOWYD PREPARED	Medi 2014 / <i>September 2014</i>
ADOLYGWYD REVIEWED	Mawrth 2025 / <i>March 2025</i>
CADARNHAWYD RATIFIED	Mai / <i>May 2025</i>
CYLCH ADOLYGU REVIEW CYCLE	2 flynedd / <i>2 years</i>
ADOLYGIAD NESAF NEXT REVIEW	Mawrth 2027 / <i>March 2027</i>

## **COVID Addendum at back of policy for Agreed protocol for Handling Suspected Cases of COVID**

### **YSGOL GYMRAEG LLUNDAIN The London Welsh School**

#### **First Aid Policy**

##### **1. First Aid Personnel**

- 1.1 The Lead Teacher will carry out a yearly assessment of the first aid requirements of the school.
- 1.2 A First Aider must always be present on site, and on an off-site school visit. The school will ensure that a sufficient number of staff are qualified to administer first aid. Staff are trained on a rolling programme every three years.
- 1.3 Staff must volunteer to train in first aid as it is not a statutory or contractual requirement.
- 1.4 It is the responsibility of the staff with first aid qualifications to tell the Lead Teacher when the qualification expires (after three years). The Health and Safety Officer will keep a record of training expiry dates and ensure necessary refresher training is available as needed.
- 1.5 There is a list of certified first aiders on the wall in the staff room. The nominated first aider at work is also displayed on the Parents/Visitors Notice Board.
- 1.6 Refer to the Health and Safety policy (Section 4.2) and the Medical Needs Policy for dispensing of medicines.

##### **2. First Aid Equipment**

2.1 The school provides a First Aid Box which is situated on the shelf in the staff room. The items kept in the box are a recommendation made in the DfES publication 'Guidance on First Aid for Schools' point 58. 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;*
- ▼ *one pair of disposable gloves.*

*Equivalent or additional items are acceptable.*

2.2 Used items must be replenished as soon as possible. Any staff members who have used an item from the box must inform the Health & Safety officer who will keep the contents of the First Aid Box up to date.

2.3 When staff use the Medical Area it is their responsibility to leave the area clean and tidy as they found it.

2.4 Any spillages (whether body fluids or others) must be cleaned up immediately using gloves and appropriate detergents and disinfectants.

### **3. Reporting Accidents**

3.1 All accidents, dangerous occurrences, and diseases as a result of any incident in school or on school land, to any member of staff, child, parent, or visitor must be recorded by the Health & Safety Officer. All pupil accident reports should be emailed to parents and carers as soon as possible on the same day. The Health & Safety Officer should be included in these emails and a printed copy placed on the Childs' file.

3.2 If any incident requires to be notified to the HSE, this will be undertaken via the HSE online F2508 form for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) – <https://www.hse.gov.uk/forms/incident/index.htm> within 10 days.

The incidents to be reported to the HSE are those detailed in the HSE information sheet "Guidance for Employers – Incident reporting in schools (accidents, diseases and dangerous occurrences) - <http://www.hse.gov.uk/pubns/edis1.pdf>

A copy of any completed F2508 forms will be kept, secure in the H&S file, locked in the office cupboard.

3.3 Any member of staff, visitor or contractor who has been injured as a result of an accident, disease or dangerous occurrence must also fill in the above form.

3.4 Any member of staff who administers first aid to a child is responsible for reporting the incident to the parent / guardian by email. A copy of the email should be sent to the Health & Safety Officer.

3.5 All serious accidents and injuries must be reported at once to the parents/ carers by the Class Teacher. The Class Teacher must telephone the parents/ carers and then confirm in writing using the Serious Incident Form.

3.6 The First Aider is not a nurse or a doctor. Their responsibility is to take quick evaluation of the situation and call an ambulance when necessary or in doubt.

**The named person for First Aid at Work is Ms Ruth Tremain** who reports to the Lead Teacher, **Miss Emilia Davies**.

**The named persons for Paediatrics First Aid are Emilia Davies, Ruth Tremain, Angharad Roberts, Eleri Brady and Louise Perry** who report to the Lead Teacher.

Reviewed by: *Ms Julie K. Watkins*, Head of Strategy, 24/3/25

Ratified by Board

Checked and signed: *G. Roberts* 2/6/2025

Next review: March 2027