



All Saints CE (VC) First School

Policy on First Aid in Forest School

Date: January 2020

Updated: January 2022

To Be Reviewed: January 2024

Introduction

First Aid at All Saints CE (VC) First School, Busy Bees and Kingfisher Club follows the guidelines outlined in Staffordshire County Council's Health and Safety Policy Handbook and any changes are made in accordance with this document.

First Aid Personnel

First Aiders (FAs)

Joanne Jones – First Aid with Outdoor Component

Tracey O'Flaherty

Sarah Hill

Kirsty Devenport

Emergency First Aiders (EFAs)

Vicki Bradley

Responsibilities of First Aid Personnel

The FAs' responsibilities include (in addition to the responsibilities of EFA's):

- taking charge when someone is injured or falls ill
- calling an ambulance where required
- being responsible for first aid equipment

The EFAs' responsibilities include:

- undertaking basic emergency first aid
- summoning the assistance of an FA where available
- summoning an ambulance or other medical services
- liaising with FAs to ensure first aid kits are fully stocked and refilled after use
- ensuring that first aid records are completed of all treatment administered

Appointed Persons

Any member of staff can act as an Appointed Person to take charge of a situation in the absence of an FA or EFA. Their role includes:

- taking charge when someone is injured or falls ill
- calling an ambulance (where required)
- liaising with FAs to ensure first aid kits are fully stocked and refilled after use

First Aid provision in Forest School

- Mrs Jones is qualified in First Aid with Outdoor Component and will be the Lead FA in Forest School
- First Aid Kits and Burns Kits are required equipment at each Forest School session

- The Burns Kit contains burns gel which will be administered only by Mrs Jones

First Aid Points

- Signage is in place at all first aid points
- The medical room is the main point for first aid attention
- First aid boxes are located in the EYFS area, kitchen, classrooms, conservatory and medical room
- Eye wash stations are available in the medical room
- Spillage of bodily fluids should be cleared and should be immediately reported to the HT

First Aid Records

- A first aid record book is located in each classroom.
- The first aid record book must be completed by the FA or EFA who has administered treatment.

First Aid Stock Checking

- FAs and EFAs are responsible for notifying Mrs Bradley if stocks need replenishing

Accompanying Students to Hospital

- Students should be accompanied to hospital by their parents or guardian whenever possible or if not, by an available member of staff.

First Aid Training

- Named FAs and EFAs should re-train every three years with annual refresher training in between.
- FAs and EFAs should refer to Staffordshire County Council's First Aid Policy for full guidance on administering first aid.
- All employees can have access to first aid training as appropriate.

References for First Aid Personnel

- First Aid Personnel should refer to Staffordshire County Council's Health and Safety Policy Handbook for full guidance on first aid.

Review of Policy and Procedures

- An assessment of first aid requirements is carried out on an annual basis.
- The First Aid Policy is reviewed on a two-yearly basis.

This policy was agreed on January 2020

Signed Forest School Leader

Signed.....Headteacher