

## Durley CE (Controlled) Primary School

### FIRST AID POLICY

<b>Name of Unit/Premises/Centre/School</b>	Durley CE (Controlled) Primary School
<b>Date of Policy Issue/Review</b>	Issued November 2019 Review November 2020
<b>Name of Responsible Manager/Headteacher</b>	Kirstie Baines
<b>Signature of Responsible Manager/Headteacher</b>	

#### Policy Statement

Durley CE (Controlled) Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Durley CE (Controlled) Primary School is held by Kirstie Baines who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

#### Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

<b>First Aid Training</b>	
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## CHILDREN'S SERVICES HEALTH & SAFETY

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### **Appointed Persons**

At Durley CE (Controlled) Primary School there are two appointed persons who are as follows:

- Kirstie Baines
- Amanda Pink

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

### **Paediatric First Aid Trained Staff**

At Durley CE (Controlled) Primary School there are three paediatric first aid trained members of staff who are as follows:

- Jane Higgins
- Rebecca George
- Myra Topliss

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

### **First Aid in School**

- Karen Clegg

### **Qualified First Aider**

- Amanda Pink

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

<b>First Aid Provision</b>	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 1 first aid kits on the premises  
This first aid kit will be situated in the accessible toilet.
- 5 travel first aid kits in  
Each Classroom. First Aid kits to be taken onto the school playground and field for playtimes and PE as well as vehicles and school trips.
- 1 first Aid Sports Kit in  
School Main Office

## CHILDREN'S SERVICES HEALTH & SAFETY

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety file in the school office

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The disabled toilet is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bed, running water, first aid kit, chair

### Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

## CHILDREN'S SERVICES HEALTH & SAFETY TEAM

**CHILDREN'S SERVICES HEALTH & SAFETY**

**For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:**

**<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>**