



First Aid Policy

'Living, loving, learning with thankfulness and hope'

Reviewed by Resources committee 3 May 2018

Next review - Summer term 2019

Policy Statement

St. John the Baptist 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 school is held by the Headteacher 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

First Aid Training

The responsible manager will ensure that appropriate numbers of 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. Governors refer to First Aid Guidance Sept

2015 HCC and the completed Assessment of First Aid needs when annually reviewing this policy.

Emergency Aid in School (*Those completing the HSE approved 1-day emergency first aid course*)

At St. John the Baptist Primary School there are 23 emergency first aiders who are as follows:

- Karen Castell
- Tracy Hoy
- Susan Welland
- Lou Newton-Patel
- Lisa Childs
- Sarah McCartney
- Carolyn Carter
- Jacqui Bradley
- Kirstie Fitzgerald
- Julie Bowden
- Karen Holmes
- Zoe Grayson
- Sharon Cawte
- Lisa Clifford
- Jessica Colborne
- Helen Field
- Cheryl Gemmel
- Honor Hodges
- Kenna Hubbard
- Alison Russell
- Jenni Sellars
- Heidi Van Deuren
- Karen Wood

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Qualified First Aiders (*Those completing the HSE approved 3-day first aid course First Aid at work*)

At St. John the Baptist Primary School there is 3 qualified first aiders who are as follows:

- Zoe Grayson
- Heidi Van Deuren (May 2021)
- Brian Clifford (May 2021)

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).

Paediatric First Aid Trained Staff

At St. John the Baptist Primary School there are 2 paediatric first aid trained staff who are as follows:

- Karen Holmes (November 2018)
- Lou Ingham

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 Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First Aid box in each classroom
- First Aid box in Medical Room

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

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

The Medical Room 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:

- Blanket
- Running water
- First aid kit
- Chairs

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment 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/appointed 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
- is a knock to the head.

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/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 and time of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- Location of incident/accident
- Year group and class teacher
- Parent contacted
- Hospital treatment required
- Follow up

St. John the Baptist Primary School

Responsible Manager: Mrs. Elaine Merriman – Headteacher

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