

FIRST AID POLICY

Approved		Responsibility	FGB
Review	Every 2 years		



This policy is linked to the following:
over arching Safeguarding policy, Child Protection, Behaviour, Health and Safety, Children with medical conditions

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Policy Statement

Greenfields Junior 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 Greenfields Junior School is held by Mrs Tina McLennan 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 aiders 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

The **responsible manager** will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

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

At Greenfields Junior School there are two qualified first aiders who are as follows:

- Mrs McLennan
- Mrs Smith – 1 day course

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).

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At the school there are emergency first aiders who are as follows:

- Mrs Stacey
- Mr Lynch
- Mrs Clark
- Miss Harman
- Mrs Kinnell
- Miss Workman
- Mrs Gair
- Mrs Waygood
- Mrs Checksfield
- Mrs T Bryan
- Mrs Marshall
- Mrs Hurley
- Miss Jones
- Mrs Stalker
- Mrs Weaver
- Ms Pugh

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).

Appointed Persons

At Greenfields Junior school there are appointed persons who are as follows:

Mrs Stacey, Mrs Bryan & Mrs Ashwood

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.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (eg. first aid kit inspections).

Category of risk	Numbers employed at work	Guidance on number & type of first aid staff to be available on site at any time
Lower Risk eg. primary schools, children centres, some secondary schools, offices, libraries	Less than 25	An Appointed Person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof.

First Aid Provision

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

- 9 first aid kits on the premises
 - These first aid kits will be situated – one per classroom and a main kit in the first aid cupboard
- Travel first aid kits in vehicles (1 per vehicle)

It is the responsibility of the qualified first aider 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 office

There is no designated first aid room for treatment, sickness and the administering of first aid, although the copier room is used where possible and in an emergency. There is also an area provided which is close to the accessible toilet and a wash basin. The copier room has the following facilities:

- running water, first aid kit, telephone, chair and blanket. Ice packs are stored in the freezer in the staffroom

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 is to always call an ambulance on the following occasions:

- In the event of a serious injury or serious medical emergency
- 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 significant first aid treatment
- requires attendance at hospital
- is a bump 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 half an 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/appointed person/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.

In the event of an adult requiring hospital treatment, the next of kin will be informed and an adult will accompany them to the hospital.

This policy encompasses residential visits.

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 first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Appendix A:

Procedures

The following procedures are shared with all staff and displayed in the staffroom and a paper copy held in the school office. These apply to all break times, PE lessons and outside learning.

- During break times and lunch times there is a designated first aider on duty – on rota to be agreed by Lunchtime Supervisor/HT and indicated on timetable. This is shared with the office for reference. Walkie Talkie is always available during outside activities.
- There is a designated First Aid area (table) where all first aid equipment and asthma boxes are kept. This is accessible by the hard playground, tennis court and field. This is manned by the designated First Aider.
- Asthma boxes are to be available to children on the playground – they will be taken outside and left with the designated adult for the duration of the outside activity and then returned to class.
- All cuts – even minor- are to be dealt with by an adult and where cleaning is required will be dealt with by the First aider and recorded in the accident log.
- Any child receiving a bump to the head is seen by the designated First Aider, recorded in accident log and letter copied to be sent home. Phone procedure is followed, sticker is given to the child. A copy of the letter must be kept for school records.
- A child who suffers an asthma attack is supported and parents informed, the same procedure as bumped head.
- All First Aid records are updated at the end of each break/lunch.
- Where medical attention has been given – bumped head, asthma and cuts – it is reported to class teacher before the end of the school day.