



First Aid Policy

May 2017

Version	Date	Author	Status	Summary
1.0	May 2017	W Southgate		

Reviewed By: Full Governing Body

Date of Review: May 2017

Expiry Date: May 2018

Southwood Infant School

FIRST AID POLICY

Policy Statement

Southwood Infant 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 Southwood Infant 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 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 Southwood Infants there are 2 appointed persons who are as follows:

Alison Padday (Admin Officer) – Schools First Aid trained

Becky Blamires (DHT)

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. Such training does not require HSE approval.

School First Aid Trained Staff

At Southwood Infants there are 9 school first aid trained (as of 5.5.17) staff who are as follows:

Alison Padday (Admin Officer)
Sara Collyer (Admin Assistant)
Claire Andrews (LSA)
Julia Lodge (LSA)
Leanne Sinclair (LSA)
Liesl Nichols (LSA)
Sarah Burton (LSA)
Sue Smith (LSA)
Gill Marsh (LTSA)

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; and/or
Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

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

At Southwood Infants there is 1 emergency first aider who is as follows:

Sara Collyer (Admin Assistant)

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)*

There are currently no qualified first aiders at Southwood Infant School:

If trained, Qualified First Aiders 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 Southwood Infants there are 3 paediatric first aid trained staff who are as follows:

Sara Collyer (Admin Assistant)
Serpil Bennett (LSA)
Sue Smith (LSA)

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:

1 first aid kits on the premises

These first aid kits will be situated in a labelled wooden box on the wall of the medical room.

6 travel first aid kits for taking on school trips/visits

These travel first aid kits will be located in the box in the medical room.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the first aid file in the medical room.

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:

A bed
Running water
First aid kit
First Aid record books and advice posters
First Aid reference books
First Aid information posters
First Aid equipment specific to children's needs (See Managing Children with Medical Conditions Policy)

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

Following the administering of an epipen injection to treat an anaphylactic shock

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/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.

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

Reviewed: May 2017

Next Review: May 2018