

# FIRST AID POLICY



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| <b>Committee Responsible for the Policy</b> | Full Governing Body (FGB) |
| <b>Date Policy Approved by the FGB</b>      | January 2018              |
| <b>Date of Next Review</b>                  | December 2020             |
| <b>Name of Headteacher</b>                  | Mrs Lesley Spicer         |

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| <b>1. Introduction</b> |  |
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## 1.1 Policy Statement

Peel Common Nursery and 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 Peel Common Nursery and Infant School is held by Mrs Lesley Spicer, Headteacher who is the Responsible Manager.

All First Aid provision is arranged and managed in accordance with the Hampshire County Council First Aid Guidance (Schools.)

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

## 1.2 Aims & Objectives

Our First Aid policy requirements will be achieved by:

- a) 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 Hampshire County Council First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site
- b) 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.
- c) Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment.
- d) Ensuring the above provisions are clear and shared with all who may require them

## 2. First Aid Training

The Headteacher 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.

### 2.1 Appointed Persons

At Peel Common Nursery and Infant School there are two Appointed Persons who are as follows:

- Leslie Fulford
- Tricia Roberts

### 2.2 Paediatric First Aid Trained Staff

At Peel Common Nursery and Infant School there are 3 paediatric First Aid trained staff who are as follows:

- Jenny Watts
- Kate Clarke

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.

### 2.3 Schools First Aiders

At Peel Common Nursery and Infant School there are qualified school First Aiders. A list of qualified staff is in the school office in the first aid area.

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.

## 3. First Aid Provision

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

- There is one main First Aid kit on the premises
  - This is situated in the School Office, although there are small first aid kits in Nursery and the two Year R Classrooms

It is the responsibility of the Appointed Person to check the contents of all First Aid kit in the school office every half term and record findings on the First Aid Kit Checklist. Completed checklists are to be stored in the Health and Safety section in the School Office.

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

The school office is designated as the First Aid room for treatment, sickness and the administering of First Aid. The school office will have the following facilities:

- running water, First Aid kit, table and chair

## 4. Known Health Conditions

A child with an identified health condition will be treated/ cared for/ have First Aid administered in accordance with their individual health plan and the 'supporting pupils with medical conditions' policy.

## 5. 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
- When an epi pen is used
- When seizure takes place for more than 5 minutes

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 (not plasters on grazed knees etc)
- 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 cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half 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, or appointed person, will accompany the child to hospital, or another member of staff, should they be unavailable and will remain with them until the parents can be contacted and arrive at the hospital.

## Out of hour and Trips

The first-aid arrangements for all school managed and organised after school activities (parent's evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school has arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the School Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the risk assessment. These are reviewed for each trip/visit and the level of first-aid provision is

## CHILDREN'S SERVICES HEALTH & SAFETY

reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

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| <b>6. Records</b> |  |
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All accidents requiring First Aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Date and time of the accident
- Type of accident (eg. bump on head etc). A letter is always to be sent home and/or parents called if a child has a bump on the head.
- Treatment provided and action taken
- Signature of the member of staff