



Fellowship, Courage and Creativity

Policy Title: First Aid Policy

Date approved: Spring 2020

Date for Review: Spring 2021

Review Period: Annually

Ownership: Pay and Personnel Committee

Policy Type: Non-Statutory

Signed _____ (Headteacher)

_____ (Chair of Governors)

This policy can also be made available in approved formats as listed in the Policies File, on request to the School Office

Policy Statement

Whitewater CofE 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 Whitewater CofE Primary School is held by Lucy Edwards (Headteacher) who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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 (Appendix 4) 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

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 Whitewater CofE Primary School there are two appointed persons who are as follows:

- Lucy Edwards
- Sue Fox

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 Whitewater CofE Primary School there are three school first aid trained staff who are as follows:

- Lauren Sharp
- Berna Jolliffe
- Peter Grinham (*pending training Spring 2020*)

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 adults.

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 Whitewater CofE Primary School there are no emergency first aiders. All first aid is carried out by other trained personnel (please see paragraphs above and below).

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 (e.g. first aid kit inspections).

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

At Whitewater CofE Primary School there is one qualified first aider who is as follows:

- Lucy Edwards

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 (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Whitewater CofE Primary School there are four paediatric first aid trained staff who are as follows:

- Sue Fox
- Jo Proctor
- Mel Baronne
- Naomi Zebedee (*pending training Spring 2020*)

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 identified the following first aid kit requirements:

- Three first aid kits on the premises
 - These first aid kits will be situated at the school office; the staff room and in Class 1.
- Three travel first aid kits in vehicles/playground
 - These travel first aid kits are located in the school office and are deployed every lunchtime for use outside and as part of the travel kit for trips.

It is the responsibility of the qualified first aiders/appointed persons 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 school office.

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

The front reception is designated as the first aid area for treatment, sickness and the administering of first aid. The first aid area and adjoining rooms (school office and staff room) will have the following facilities:

- Running water
- First aid kit
- Telephone
- Chair
- Blankets

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 severe fracture (displacement or through skin) 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
- Whenever the first aider suspects anaphylaxis

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 ongoing first aid treatment for a persistent medical event (e.g. nosebleed)
- requires attendance at hospital
- is a head bump or injury

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 hour. In the interim, we will ensure that a 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 cannot 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.

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 have arrangements to let/hire out buildings to external organisations there needs to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Headteacher (Lucy Edwards), 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 Step 1 of the risk assessment and submitted through Evolve. These are reviewed for each trip/visit and the level of first-aid provision is 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.

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 (e.g. bump on head etc)
- Treatment provided and action taken

Further information relating to the management of medicines in school can be found in the Managing Children with Medical Conditions Policy.