First Aid Policy

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
November 2024	Resources	November 2025	Yes	Yes

Headteacher: Mrs Fiona Micklefield

Policy Statement

St Lawrence C E 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.

Mrs Fiona Micklefield (Headteacher) who is the responsible manager holds responsibility for first aid at St Lawrence C E Primary School. 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
- Reviewing the First Aid Needs Assessment periodically or following any significant changes that may affect first aid provision
- Using the Children's Services First Aid Needs Assessment Form (CSAF-002) 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 St Lawrence C E Primary School, two appointed persons are as follows:

- Mrs Fiona Micklefield (Head Teacher)
- Mrs Sue Lintott (School Business Manager)

Where the first aid needs assessment identifies that qualified first aid staff are not necessarily 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 (including use of auto-injectors)

At St Lawrence C E Primary School, four emergency first aiders are as follows:

- Nicki Mermin
- Jackie Gaul
- Lyn Parker
- Joanne Pittaras

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).

First Aid at Work

At St Lawrence C E Primary School, three qualified first aiders are as follows:

- Mrs Sue Lintott
- Mrs Karen Smy
- Catherine Taylor

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 St Lawrence C E Primary School two paediatric first aid trained staff are as follows:

- Mrs K McMahon
- Mrs D Cottam

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:

- 10 first aid kits on the premises
  (These first aid kits are situated in each classroom, the main school hall, school office and in the emergency evacuation kit). The main stock cupboard is located in the school hall.

- 5 travel first aid kits
  (These, travel first aid kits are kept in the first aid cupboard in the main hall, one is held permanently in the evacuation box held in the school office).

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every half term 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 situated on the shelf by the photocopier behind the school office. Governors will also check all first aid kits termly.

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

First Aid Provision

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

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. If a child has bumped their head, they also have a blue wristband put on them so that the parent/carer has to cut it off once they have been informed.

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 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 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 Hours and Trips

The first-aid arrangements for all school managed and organised after school activities (parents' 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. Mrs Sue Lintott who will ensure that these arrangements are recorded in the lettings/hire agreement manages this.

The first-aid arrangements for school-organised trips/visit are included in the organising of a school trip risk assessment. 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. The trip leader and Sue Lintott must complete a signing out sheet for all medication prior to all trips, even short walks.

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