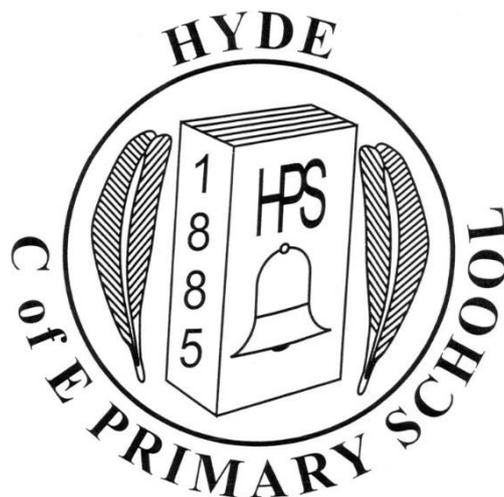


HYDE C. E. PRIMARY SCHOOL



FIRST AID POLICY

Endorsed by Governing Body: 25th June 2018	Review Date: June 2021
Headteacher: Julie Dalziell	Signature of Headteacher: 
Chair of Governors: Robert Shadbolt	Signature of Chair of Governors: 

Policy Statement

Hyde 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.

Responsibility for first aid at Hyde C. E. Primary School is held by the Headteacher, Mrs Julie Dalziell, 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 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 Hyde C. E. Primary School there are 3 appointed persons who are as follows:

- Mrs Claire Baker
- Mrs Ann Curtis
- Mrs Helen Packman

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 one 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 Hyde C. E. Primary School all staff are school first aid trained.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. We recognise that it is not a substitute for HSE-approved first aid training, which qualifies staff to provide first aid to other adults. This training has been provided as other staff, in addition to Emergency 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 Hyde C. E. Primary School there are 3 emergency first aiders who are as follows:

- Mrs Claire Baker
- Mrs Ann Curtis
- Mrs Helen Packman

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).

Paediatric First Aid Trained Staff

At Hyde C. E. Primary School there are 4 paediatric first aid trained staff who are as follows:

- Mrs Claire Baker
- Mrs Ann Curtis
- Mrs Helen Packman
- Mrs Gemma Sims

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:

- 3 first aid kits on the premises. These first aid kits will be situated in the school office and in the servery.
- 4 travel first aid kits. These travel first aid kits will be located in the school office.

It is the responsibility of the emergency/qualified first aiders/appointed persons 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 Health and Safety Inspections File located in the school office

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

The servery is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities: running water, first aid kit, chair.

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 must 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 always to 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 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 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 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.

The first-aid arrangements for school organised trips and visits are included in the school visits risk assessment. These risk assessments 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

For advice and guidance please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>