FIRST AID POLICY

Name of School	Sparsholt C of E Primary School
Date of Policy Issue/Review	March 2015 Review March 2018 / Updated July 2017 with new staff
Name of Headteacher	Mrs Lindsay McCarthy
Signature of Responsible Manager/Headteacher	

Introduction

Policy Statement

Sparsholt C of E Primary 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 Sparsholt Primary 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 Sparsholt Primary School there are 3 appointed persons who are as follows:

Lynn Laver (Paediatric First Aid trained)
Wendy Williams (First Aid for Child Carers trained)
Carol Sheppeck (Paediatric First Aid trained)

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 (Wendy Williams) and calling emergency services.

School First Aid Trained Staff

At Sparsholt Primary School there are 4 school first aid trained staff who are as follows:

- Katherine Archer
- Rory Lamb
- Jane Gwilliam
- Hannah Barber

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.

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

At Sparsholt C of E Primary there is 1 qualified first aider who is as follows:

- Wendy Williams

They will be responsible for administering first aid to adults, 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 Sparsholt C of E Primary there are 3 paediatric first aid trained staff who are as follows:

- Lynn Laver
- Carol Sheppeck
- Wendy Williams

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:

- 2 first aid kits on the premises
  - One first aid kit is situated outside the staff room and one in Willow Class.

- 3 travel first aid kits
  - These travel first aid kits will be located in the staff room.
  - At least 1 first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers.
  - 2 back packs are available for carrying Epipens, inhalers and medication.

It is the responsibility of Wendy Williams to check the contents of all first aid kits every month and record findings on the School First Aid Kit Checklist. Completed checklists are to be stored in the First Aid folder located in the First Aid Cupboard in the Staff Room.

The staff room and landing area is designated as the first aid space for treatment, sickness and the administering of first aid. The following facilities are available:

- ice packs, running water, first aid kit, chair, disposal of dressings, 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 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 (for instance head or neck injury, fracture)
- requires attendance at hospital

Where minor first aid treatment is administered, the first aider will make a judgement as to whether the parent needs to be contacted.

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 first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken