



Potley Hill Primary School

First Aid Policy

Introduction

Policy Statement

Potley Hill 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 Potley Hill Primary School is held by Brent Ellis (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 Potley Hill Primary School there are TWO appointed persons who are as follows:

- Brent Ellis
- Val Conroy

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 Potley Hill Primary School there are 19 school first aid trained staff who are as follows:

Brent Ellis
Debra Dallibar
Sally Wheeler
Sarah Shafto
Sharon Gathercole
Jayne Maxwell
Pauline Ashfield
Tarnya Wilson
Jeannie Kent
Angela Poole
Debbie Horton
Dawn Watson
Lisa Wilding
Natalie Wetherill
Nicole Price
Helen Thornton
Shireen Tondelli
Bertha Tam
James Dawes

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. 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 Potley Hill Primary School there are TWO emergency first aiders who are as follows:

- Val Conroy
- Lisa Wilding

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 (eg. first aid kit inspections).

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

At Potley Hill Primary School there are NO qualified first aiders.

Paediatric First Aid Trained Staff

At Potley Hill Primary School there are 20 paediatric first aid trained staff who are as follows:

Lisa Wilding
Natalie Wetherill
Val Conroy
Hannah Barton
Tarnya Wilson
Jeannie Kent
Sarah Shafto
Melissa Fellowes
Sally Wheeler
Sharon Gathercole
Debra Dallibar
Dawn Watson
Nicole Price
Debbie Horton
Jayne Maxwell
Pauline Ashfield
Shireen Tondelli
Bertha Tam
James Dawes
Angela Poole

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
 - The MAIN first aid kit is situated in the Medical Room. There is an additional kit in the Food Tech Room and another in the Outdoor Lodge. Blue plasters are also kept in the Food Technology Room kit although pupils will be sent down to the medical room for anything more serious than small cuts.
 - There is also 1 comprehensive travel kit that is used for residentials and a further 3 smaller travel kits for day trips. LTSAs also have small bumbags to use at lunchtimes.
 - Each class also has its own basic first aid kit.

It is the responsibility of one of the Administrative Assistants to check the contents of all first aid kits every 6 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room (First Aid File)

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

The Medical Room (by the office) is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running water, first aid kit, comfy chair, blankets
- Specific equipment required for children with specific conditions, (if required)

First aid treatment for minor injuries is also administered on the playground/in class/in PE lessons, etc. In all cases, the nature of the injury and the treatment given are logged on a labelled Daily Medical Incident Report, which is passed to the school office so that parents can be notified. A sticker is given (to younger children particularly) so that all members of staff are aware that an injury has occurred.

Any care plans and medical information pertaining to identified children with known conditions/allergies can be found in the School Office or in the child's classroom. Access to medical records of all children in school is also available in the School Office.

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
- For any children with medical conditions whose symptoms are giving cause for concern and/or where their IHCP indicates that an ambulance should be called, e.g.:
 - A diabetic child exhibiting an extremely high or low glucose level
 - A severely allergic child having an anaphylactic reaction
 - An epileptic child if a seizure has lasted longer than is usual or is atypical
 - An asthmatic child whose symptoms are not improving through use of their reliever inhaler

An ambulance might also be called in the following circumstances after consultation with parents/carers;

- 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

Template F: Contacting Emergency Services provides guidance on calling an ambulance and is kept near the main telephone in the school office.

In the event of an accident involving a child, where appropriate, it is our policy to telephone parents of their child's accident if it:

- is considered to be a serious (or more than minor*) injury
- requires first aid treatment beyond e.g. simple cleaning of the area and a plaster
- 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 can not be contacted and a message has been left, our policy will be to continue to attempt to contact 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.

*Parents are notified of minor injuries requiring first aid treatment e.g. grazes, via email.

Out of hour and Trips	
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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 need assessment for that activity.

Where the school have 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 Senior Admin Officer who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visits are included in the individual risk assessments. 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	
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All serious accidents requiring first aid treatment are to be recorded with (at least) the following information and recorded using the HCC online reporting tool:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Monitoring and Review of this Policy

The policy will be monitored by the FGB who will:

- Undertake periodic checks of records
- Receive reports on training and first aid procedure from Headteacher
- Outcomes of monitoring will inform the annual review of First Aid Policy and procedures in school.

Reviewed: March 2024
Next Review: March 2025

CHILDREN'S SERVICES HEALTH & SAFETY TEAM – CONTACT DETAILS

Children's Services Health & Safety Team
Clarendon House, Monarch Way, Winchester, SO22 5PW
Health & Safety Enquiries – 01962 876220