

FIRST AID POLICY



Compton All Saints C of E Primary School



The purpose of this policy is to ensure that there is a plan in place for how your first aid and accidents are managed, and to ensure that employees are aware of their responsibilities and all first aid arrangements.

Name of Unit/Premises/Centre/School	Compton All Saints Primary School
Date of Policy Issue/Review	Issued 23/11/2017 Review due Nov 2018
Name of Headteacher	Allison Driver
Signature of Headteacher	

Introduction	
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Policy Statement

Compton 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 Compton Primary School is held by Allison Driver 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	
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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.

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

At Compton there are 2 qualified first aiders who are as follows:

- Vicky Fisher
- Allison Driver

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 Lead First Aider (eg. first aid kit inspections, Policy review etc).

Paediatric First Aid Trained Staff

At Compton All Saints Primary School there are 4 paediatric first aid trained staff who are as follows:

- Angela O'Shea
- Vicky Fisher
- Ann Parsons
- Olivia Walkinshaw

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. It has been identified that Paediatric First Aid cover is required throughout the day, including before and after school clubs which may be attended by children aged 5 and under. Our intention is to train a 5th person and to operate a rota for first aid cover during lunchtimes.

Appointed Persons

At Compton All Saints C of E Primary School there are 0 appointed persons as per our first aid needs assessment because we require qualified first aid staff.

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 Compton All Saints C of E Primary School there is no one with School First Aid training.

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

First Aid Provision	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 2 first aid kits on the premises
 - These first aid kits will be situated in the cookery room close to the outside space, and class 1, 2, and 3 and the second kit will be situated in the staffroom, close to class 4, the kitchen and offices.
 - 2 portable first aid kits exist to use for emergency evacuation. Located in Class 1 close to the muster point and in the school office with the medicines to try to ensure at least one should be accessible if an incident occurs requiring evacuation.
 - 2 Travel first aid kits exist for school trips and Forest School and these are located in the staffroom
 - 2 emergency inhalers

It is the responsibility of the qualified Lead First Aider to check the contents of all first aid kits termly and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the First Aid Kit Checklist File.

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

The staffroom and library are 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, chairs, fridge

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider 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 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 or illness
- Whenever the first aider is unsure of the correct treatment of injury or illness
- In the event of severe allergic reactions eg anaphylaxis and always when an epipen has been administered
- If necessary in the event of a severe asthma attack
- If a pre-existing condition existed which required hospital 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 (more than minor)
- requires attendance at hospital
- is a head 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 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

CHILDREN'S SERVICES HEALTH & SAFETY

the qualified first aider, or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the case of minor head injuries a 'bump note' is sent home with the child.

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/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 qualified/school/paediatric first aider
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Specific Medical Problems

The school holds an 'At risk' list of children with specific medical problems e.g.

- asthma
- anaphylaxis
- coeliac disease

The list is reviewed termly by the lead first aider.

The list has details about each child, explaining the medical condition and appropriate protocol and is displayed in classrooms, the staffroom, the kitchen and the school office. There is a red hanging file in the school office containing medical details for all the children on the list.

Two members of staff have been trained in Administration of Medicines.

Trained staff pass on advice to other staff at annual health and safety refresher sessions.

Supply staff are informed of any pupils affected by the above and other H & S matters on arrival.

Epi Pens – children diagnosed as needing epi pens must have two up to date epi pens in school. These are kept in the staff room and are easily accessible to all staff. Some children may also need to carry a further 2 epi pens with them at all times, usually in a bum bag. It is the responsibility of parents to ensure that epi pens and other medication is in date and to inform the school of any change in the protocol. Letters are sent home termly to remind parents to check medicines are still within date.

Epi pens and other medication for specific problems must be taken on all outside activities.

Bodily Waste Disposal

Plastic gloves must always be worn when dealing with blood, vomit, saliva, or bodily wastes. Any materials used to absorb such matter will be sealed in a plastic bag and placed with the plastic gloves in the yellow medical waste bin kept in the largest of the staff toilets. The area will be disinfected. Plastic gloves, disposable cloths, plastic bags and Sanitaire absorbing powder and disinfectant are stored in the blue bucket in the caretaker's/cleaners store. It is the responsibility of the trained Lead First Aider to ensure this is kept stocked.

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

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