

Hiltingbury Junior School

First Aid Policy 2017

Approved and Adopted: March 2017
For Review: March 2020



POLICY STATEMENT

Hiltingbury Junior 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 Hiltingbury Junior School is held by Sam Hunter 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

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 and emergency first aiders 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 Hiltingbury Junior School there are 4 appointed persons who are as follows:

• Jon Clark	• Wendy Penney
• Cat Perrin	• Gail Beale

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.

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

At Hiltingbury Junior School there are 6 qualified first aiders who are as follows:

• Sue Howlett	• Wendy Penney
• Gail Beale	• Emma McColl
• Carol Fryer	• Angela Mecklenburgh

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 (eg. first aid kit inspections).

School First Aid Trained Staff

At Hiltingbury Junior School there are 20 school first aid trained staff that are as follows:

• Sarah Andrews	• Michael King
• Zara Chambers	• Catherine Pollock
• Jon Clark	• Annabel Rich
• Fiona Coking	• Jo Rhys-Jones
• Caroline Deacon	• Paula Evans
• Ellie Rintoul	• Deanne Spence
• Emma Buffoni	• Gill Tombleson
• Diana Massa	• Sarah Milligan
• Hannah Oldham	• Tony Bidgood
• Jess Beer	• Juliet Preston

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

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 at Main office and Y6 cloakroom (at lunchtime)
- 3 large travel first aid kits in vehicles (one per coach as required)
 - These travel first aid kits will be located in the treatment room
- 8 smaller (bumbag) first aid kits (one per staff member)
 - These travel first aid kits will be located in the Main office, to be used on non-sports, off-site trips.

It is the responsibility of the Responsible Manager to ensure that an Appointed person checks the contents of all first aid kits every 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 folder.

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

The designated areas for treatment, sickness and the administering of first aid are the disabled toilet and the office. At lunchtimes the area near the playground is also used. The first aid room/areas will have the following facilities:

- bed, running water, first aid kit, toilet, chair and appropriate bins.

Staff will use the appropriate method for disposing of anything that has been in contact with body fluids in accordance with their training.

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 (and when a parent is not contactable)
- 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.

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 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 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
- Copies of records of first aid performed on staff members and of the first aid needs assessments should be kept for a minimum of seven years. In the case of first aid records for children and young persons, these should be retained for 25 years after their date of birth. Any information kept on individuals must follow the requirements for Data Protection.