



First Aid Policy

Policy Date: October 2015

Reviewed: January 2018

Next Review: January 2021

Name of School	Newlands Primary School
Date of Policy Issue/Review	Reviewed 17/01/2018
Name of Responsible Manager	Jackie Moore
Signature of Responsible Manager	J. O. Moore

Introduction	
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Policy Statement

Newlands 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 Newlands Primary School is held by Jackie 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 (Appendix 4) 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.

Appointed Persons

At Newlands Primary School there are 3 appointed persons who are as follows:

- Gill Gudgeon, Natalie Walker, Jackie Moore

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 Newlands Primary School there are currently 19 school first aid trained staff that took part in Facts Training 'Emergency First Aid in Schools' training on 3rd January 2017.

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 adults. 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

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

At Newlands Primary School there is one qualified first aider who is as follows:

- Jackie Moore

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 (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Newlands Primary School there is currently one paediatric first aid trained member of staff who is as follows:

- Ella Davies

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:

- One first aid kit on the premises:
 - this first aid kit will be situated in the ladies toilet in the admin office
- One first aid kit in each classroom
 - located within the class 'medical box'

- Two first aid kits for use on day/residential trips:
 - These travel first aid kits will be allocated to the trip leader for the duration of the trip
 - Sufficient first aid kits will be provided for each group leader for the duration of the trip

It is the responsibility of the appointed persons to check the contents of all first aid kits at least termly and on return from a day/residential trip and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Medical Folder (2/2) located in the admin office. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

In addition, each classroom has a 'medical box' containing Epipen/s and asthma inhaler/s where appropriate. A copy of the appropriate Health Care Plan/s and Medicine Consent Form/s are held in a folder in the medical box with the original held in the office.

The admin office is designated as the first aid area for treatment, sickness and the administering of first aid. This area will have the following facilities:

- running water, first aid kit, telephone, chair

Emergency Arrangements	
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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 administering an Epipen (health care plans in place for these children)
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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 attendance at hospital
- is a head injury that causes concern

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 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	
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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 needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there needs to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Jackie Moore who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the individual risk assessment for the trip/visit. 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 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