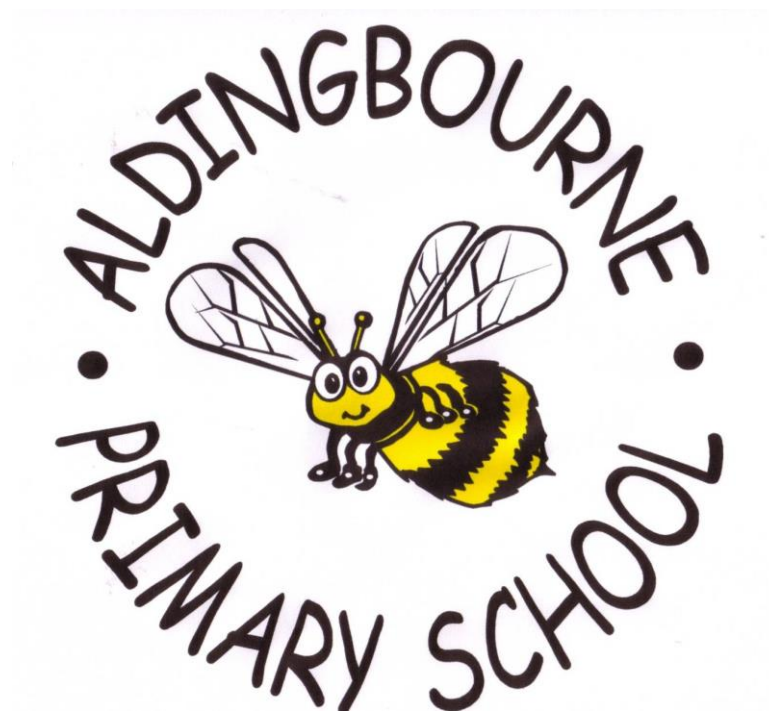


# **ALDINGBOURNE PRIMARY SCHOOL FIRST AID POLICY**



## Document Change History.

Version no	Date	Change made by	Brief details of change
1.0	14.09.16		<i>Policy Created</i>
1.1	12.12.18		Policy Modified to add review dates
1.2	02.10.20	Bursar	Document change history added and footer amended to add version number, date and page numbers. Review dates amended on last page.
1.3			
1.4			
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## Document Review History.

Review Date	Reviewed by	Comments
<i>October 2018</i>	<i>Curriculum Committee</i>	<i>Policy reviewed</i>
30.09.2020	Curriculum Committee	Policy reviewed – no changes
03.11.2021	Curriculum Committee	Policy reviewed – no changes – history and footer updated
05.10.2022	Curriculum Committee	Reviewed – no changes

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. It takes account of guidance from West Sussex County Council Policies and Procedures.

### **Aims**

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on school premises

and also off the premises whilst on school visits.

### **Objectives**

To appoint the appropriate number of suitable trained people as Appointed Persons and First

Aiders which meet the needs of the school.

To provide relevant training and ensure monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To inform staff and parents of the Schools First Aid arrangements.

To keep accurate and up to date accident records and to report to the HSE as required under

the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Maintain effective liaison with Agencies i.e. School Nurse, Physiotherapist etc.

### **Qualified First Aiders**

Aldingbourne Primary School has 2 Qualified First Aiders, Mrs Suzie Higgo (lead first aider) and Mrs Anne Francis and who have successfully completed a 3 day course in 'First Aid at Work' delivered by St Johns Ambulance. Their main duty is to give help to an injured person. The lead first aider is also responsible for the upkeep of all main First Aid boxes. Each year group has at least one Teaching Assistant who has undertaken the Emergency first aid at work course.

**First aider** – A first aider is someone who has undertaken training and has an HSE approved

qualification. This means that they must hold a valid certificate of competence in either: first

aid at work (FAW); or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

In establishments providing education or care to children under five, there must always be at

least one person on the premises with an Early Years first aid certificate. One Teaching

Assistants in Reception has attended the Early years and Emergency first aid at work

(EFAW/EYFA) course and have this certificate.

**Appointed Persons** – The school has 1 Appointed person (plus a deputy in case of absence). The role of an appointed person includes looking after first aid equipment and facilities and calling the emergency services when required.

Health and Safety Regulations state that the number of first aiders and appointed persons must be according to risk but the following table shows the local authority minimum levels for schools. Heads of establishments must assess the risk of injury locally and decide whether more first aiders and appointed persons are necessary.

Number of children	200 –
999	
Minimum number of First Aid at work	
2	
Minimum number of Early Years First Aid with Emergency First Aid at work	
3	
Off site Activities Emergency First aid at work	
1	
Off site Activities involving under 5's EFAW/EYFA)	
1	

## **Our Procedures**

First Aiders are responsible for assessing injury or ill health and using their training to decide

upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for an assessment or further treatment, or making an emergency call to summon an ambulance. In non urgent

situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct.

Urgent treatment should not be delayed to consult with parents or carers.

The current first aid Manual is the 10th edition published by Dorling Kindersley in 2014,

together with Guidance on First Aid for Schools DfE is available with the main First Aid kit.

WSCC Insurance covers any claims that may be made against first aiders as long as:

- The treatment was given in good faith
- It was in the course of their work
- It was given to someone on WSCC premises, or to someone who is associated with WSCC.

## **Pupils with Long Term Medical Conditions**

All pupils with a long term medical condition will have a Health Care Plan. This information is located in the School Office medical records, the individual child's file and a copy is held in the child's class. The plans should be referred to in the event of the pupil requiring first aid and should be passed onto a Paramedic should an Ambulance be called upon. Pictures of pupils with very serious medical conditions are on display in the medical room and the staff room. For children with medical

needs the school should normally take no more than two weeks to action this when notified of a medical condition or transition from another school.

### **First Aid Kits**

First Aid kits are available for all off site visits and sporting events and are stored in the Medical Room.

### **First Aid Boxes**

These are marked with a white cross on a green background and are located in the medical room in the School Office. There are also smaller first aid boxes which are always ready and available should they be required in a different location. The first aid kits are regularly maintained and refilled.

### **Medical Accommodation**

We have a medical room located within the School Office. It is well lit and near the main entrance and has good access to the car park/horseshoe drive area.

The room is equipped with:

First aid equipment, a sink with hot and cold running water, soap and paper towels

Disposable gloves

Drinking water

First aid box and materials

Seating and a small mattress with waterproof, wipe clean protection

Clean blanket and pillows

Record book

Current edition of the First Aid Manual

A copy of the Health Protection Poster 'Guidance on Infection Control in Schools and other Child Care Settings.

### **Learning Activities**

All lessons that have identified risks are covered by a risk assessment and staff are required to

follow subject specific guidelines, e.g. Science wearing goggles when handling chemicals or PE the use of gymnastic equipment.

### **First Aid Procedures**

1. Assess the seriousness of the injury and seek the assistance of a qualified first aider if

appropriate who will provide the required first aid treatment.

2. First aider to assess seriousness of the injury and decide if further assistance from a

colleague or the emergency services is needed. First aider to also decide if child should be

moved or placed in a recovery position.

3. If a child has bumped their head, protocol for assessing a child, recommended by WSCC, is followed. If the child's bump is deemed mild or low risk, a parent MUST be called to advise them and the class teacher informed of the incident. The teacher will continue to monitor the child's condition throughout the rest of the school day.

The child's parents may wish to collect the child from school for further monitoring.

For head bumps deemed medium to high risk, the emergency services and parents would be notified as per the protocol advised.

4. School Office Manager/Lead First Aider to be informed of more serious injuries/accidents and will inform parents when appropriate.

5. If the school judges that a pupil is too unwell to remain in School, the parents will be contacted and asked to collect their child.

6. All accidents/injuries, excluding minor injuries on the playground, are to be recorded using our online accident reporting form.

7. If parents are required to collect a child due to the seriousness of an injury, the office staff are to recommend the parent seeks medical advice.

8. If emergency services are called, parents must also be contacted immediately.

If accident/injury occurs to a member of staff/adults working in the school the above procedures should be followed. All injuries to be recorded in the accident and incident file in the relevant section and reported to the WSCC.

### **Play Time**

The appropriate adult supervision is organised by the Headteacher to ensure all areas

of the outside environment are covered by responsible staff. The outdoor first aid station is

manned by a trained first aider. Minor incidents will be dealt with by the team outside, however if a more serious injury occurs, the team will be assisted by a qualified first aider.

### **Educational Visits**

All offsite activities will be staffed by at least one first aider and the appropriate first aid kit will be taken every time pupils leave the school site. If the school holds medicines for a pupil these will be taken together with the appropriate forms.

### **Extracurricular Activities On Site**

The Lead First Aider, is the nominated first aider to support club leaders in the event of an accident or injury.

### **Monitoring and Review of Health and Safety Arrangements**

A yearly check of all First Aid Procedures will be carried out by the Headteacher in conjunction with an appointed Health and Safety Governor.

Termly monitoring of the First Aid Records and procedures will be overseen by the Headteacher to identify any issues or safety concerns.

To be reviewed every 2 years by The Curriculum Committee

Last Reviewed October 2022

Next review October 2024

