



## **CHERITON PRIMARY SCHOOL FIRST AID POLICY**

### **Contents**

Policy Statement .....	2
Aims & Objectives .....	2
First Aid Training.....	2
Emergency Arrangements.....	4
Records.....	4
Defibrillator.....	4
Monitoring arrangements .....	5

# Policy Statement

Cheriton Primary 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 Cheriton Primary is held by the head teacher 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 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

1. 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.

2. **EMERGENCY FIRST AIDERS**

*(Those completing the HSE approved 1-day emergency first aid at work course)*

At Cheriton Primary there is 1 person : Elaine Wright

3. **APPOINTED PERSON**

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.

At Cheriton Primary the appointed person is **Mr Andrew Goldsworthy**

**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.**

#### **4. PAEDIATRIC FIRST AID TRAINED STAFF**

At Cheriton Primary paediatric first aid trained staff are as follows:

Lola Knowles, Andrew Goldsworthy, Rebecca Haskins, Katie Munce

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.

#### **5. FIRST AID TRAINED STAFF IN SCHOOL**

At Cheriton Primary the following staff are First Aid Trained:

Sam Bailey, Julia Becker, Sally Craddock, Julie Fairey, Dorothy France,

Ruth Gent, Andrew Goldsworthy, Sophie Nevin, Natalie Pammant, Sara Peters,

Nikki Riden, Chloe Shaw, Liz Taylor, Elaine Wright.

#### **6. FIRST AID PROVISION**

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

7x first aid kits on the premises

- One in each classroom (4), one in the school office and one workplace in the school office.
- One of these kits is 'mobile' and is used for off-site visits

It is the responsibility of the appointed persons 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 Health & Safety file in the school office.

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

The school 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: first aid kit, wipes, telephone, chair etc

- Each Class bubble can deal with their own first aid instances.
- First Aid kits are kept in each classroom with Epi-Pens/Inhalers for the individual child.
- Spares and Universal Epi-Pens and Inhalers are kept on a safely accessible shelf in the office and are clearly marked.
- All staff are trained in Asthma, Anaphylaxis and Diabetes

In the event that a child would need Paracetamol or Allergy medication, it is agreed that support staff would escort the child to the assigned medical area. Elaine Wright would administer the medication from a lockable cupboard. The same would apply if antibiotics were needed and appropriate PPE will be worn.

## 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
- 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 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.

## 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

## Defibrillator

A defibrillator is positioned on the school site. This is an AED to be operated under the guidance of the emergency services.

## Monitoring arrangements

This policy will be reviewed by the Headteacher every year. At every review the policy will be approved by the Learning Committee (delegated by FGB).

Related Policies	Health & Safety, Off-Sites Visit, Supporting Pupils at School with Medical Conditions
Approved by the Full Governing Body	January 2023
Committee	Learning Committee
Reviewed by	EW/AG/ EB
Last Reviewed	January 2023
Date for review	May 2024