



# Twyford St Marys C of E Primary School

## First Aid Policy

### Policy Statement

Twyford St Mary's C of E 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 Twyford St Mary's C of E Primary School is held by the headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy (Appendix 1).

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

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 Twyford St Mary's C of E Primary School there are 2 appointed persons who are as follows:

- Senior Admin Officer
- Senior Admin Assistant

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.**

## **Paediatric First Aiders**

The list for all up to date first aid trained personnel can be found in the school office.

At Twyford St Mary's C of E Primary School there are a minimum of 6 qualified paediatric first aiders.

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).

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:

- 4 first aid kits on the premises. These first aid kits will be situated in:
  - The Greenhouse
  - Staff Kitchen
  - Shelf outside Sycamore Classroom
  - Main Kitchen
- 5 first aid boxes on the premises. These first aid boxes will be situated in:
  - Ash class
  - Beech class
  - Sycamore class
  - Willow class
  -

- Yew class
- 4 travel first aid kits. These travel first aid kits will be located in the school office prior to use.
- 2 Portable Break time first aid bags. These bags are located in the Greenhouse.

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every 3 months 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 Checks Folder 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:

- chair, first aid kit, PPE, telephone

### **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
- Whenever an epi-pen has been used following anaphylactic shock
- Following an epileptic seizure

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
- in the event of a head/teeth 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 half 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 hour and trips**

The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, after-school clubs 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.

The first-aid arrangements for school organised trips/visit are included in the Offsite Activities Risk Assessments. 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**

All accidents requiring first aid treatment are to be recorded in the First Aid Folder held in the School Office with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

**Date of Policy Approval: Spring 2022**

**Date of Next Review: Spring 2023**

## **Appendix 1 – HCC Corporate Policy for the Provision of First Aid**

First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and preserve life until medical assistance can be obtained.

Hampshire County Council will provide suitably trained personnel and equipment for rendering first aid to employees if they become ill or injured. Additionally, it is Council policy to provide first aid to any other persons who use our premises or services; this includes pupils and service users.

To comply with the HCC policy Headteachers / Responsible Managers shall ensure that:

- A sufficient number of first aid personnel are appointed for their work teams or location, the actual number to be decided by risk assessment.
- Suitable first aid provision is made for staff who drive, work peripatetically, work away from buildings or work from home.
- Sufficient first aid kits are available
- All first aid activities carried out are recorded
- All first aid kits are 'in date' and appropriate
- All qualified first aid personnel undertake initial training in first aid and are encouraged to take regular refresher training thereafter
- A list of all first aid personnel and their contact numbers/locations is prominently displayed

To comply with the HCC policy first aid personnel shall:

- Maintain the first aid kits and equipment in their charge, including replacing any out of date items.
- Administer first aid as they were trained and within their competency.
- Make responding to first aid requests at work their first priority.
- Take a first aid kit with them when evacuating during a fire or other emergency, as long as it is safe to do so.