



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

"Inspired to make a difference in God's world with excellence and love"

FIRST AID POLICY

DOCUMENT INFORMATION			
Reviewed by:	Resources Committee		
Last Review	Summer 2022	Next Review:	Summer 2025
Review Cycle:	3 yearly (to be reviewed alongside First Aid Needs Assessment)		

1. **Policy Statement**

The 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 is held by the Headteacher who is the responsible manager. All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedures. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. **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 (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 aiders 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

3. **Training**

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory duties.

4. **Qualified First Aid Staff**

Emergency First Aiders (Those completing the HSE approved 1-day emergency first aid course EFAW - Emergency First Aid at Work)

At St Alban's C of E Aided Primary there are three 'emergency first aiders at work' who are as follows:

Miss Megan Bond-Lynch - Admin Officer, Mr Martin Symmonds - Site Manager, Mr Darren Livermore – LSA, and Ms Adele Brooks – ELSA/LSA.

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. ,first aid kit inspections).

A qualified first aider (EFAW) is on site whilst the school is operational.

Paediatric First Aid Trained Staff

At St Alban's C of E Aided Primary there are three paediatric first aid trained staff who are as follows:

Miss Grace Fine, Mrs Sarah Evetts, Mrs Jackie Howard, Mrs Helene Rhodes, Mrs Sarah Godlsworthy.

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.

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

The majority of staff are school First Aid Trained staff comprising of Lunch Supervisors, Teaching Assistants, Office staff, and Teachers who are as follows. This training for school staff (delivered by MEDICOT every 3 years) is available to assist the school in meeting its own duty of care towards pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff.

School first aid trained staff will be responsible for administering first aid, in accordance with their training, to pupils that become injured or fall ill whilst at school or on school trips.

5. **First Aid Provision**

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

- 4 first aid kits minimum on the premises. These are situated in the medical room and in the EYFS/KS1 corridor, Y3/4 hall, Y5/6 resource area (i.e. in close proximity to pupils).
- 3 first aid kits available for off-site visits and off-site sports tournaments

It is the responsibility of the admin team to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety folder. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. The Medical Room 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: bed, running water, first aid kit, chair

6. **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider 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 is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head or neck 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 anaphylactic shock

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 a bump or knock to the head (e.g. via 'bumped head' letter)
- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

Our procedure for notifying parents in the case of a very serious injury 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 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 or 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.

7. **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 first aider/appointed person
- Date of the accident, Type of accident (eg. bump on head etc)
- Treatment provided and action taken