

CROFTON HAMMOND INFANT SCHOOL

FIRST AID POLICY

CROFTON HAMMOND INFANT SCHOOL will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

Responsibility for first aid at **CROFTON HAMMOND INFANT SCHOOL** is held by Caron Webber who is the Qualified First Aid Person and Lesley Kennedy who is the Emergency First Aid Person.

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 (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 aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment (please see attached Staff First Aid List)
- 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

The Qualified First Aid Person will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency 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.

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

At **CROFTON HAMMOND INFANT SCHOOL** there is **1 (one)** Qualified First Aid Person. Attached list refers.

Emergency First Aid Persons (Those completing the HSE approved 1-day emergency first aid course)

At **CROFTON HAMMOND INFANT SCHOOL** there are **32 (thirty two)** School First Aid trained persons. Attached list refers.

Paediatric First Aid Trained Staff (First Aid provision for children aged 5 years or under)

At **CROFTON HAMMOND INFANT SCHOOL** there are **2 (two)** Paediatric First Aid Persons. Attached list refers.

Appointed Persons

At **CROFTON HAMMOND INFANT SCHOOL** there are **2 (two)** appointed persons. Attached list refers.

Note: It is not necessary for appointed persons to be First Aid trained. They are required to liaise with the First Aid Person to call the Emergency Services and guide them onto the site, if they are required to attend.

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

- 4 first aid kits on the school premises:
 - 1 located in the school office
 - 1 located in the back corridor outside of the Squirrels' Classroom
 - 1 mobile kit located in the drawer in the office (used for playground accidents)
 - 1 located in the school kitchen
- 2 'off-site' first aid kits
 - Both kits kept in the cupboard in the office, fully stocked ready for off-site visits

It is the responsibility of the Qualified and Emergency First Aid Persons to check and replenish the contents of first aid kits every school term.

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 Personnel, bed / seat, running water, first aid kit, telephone, parent / guardian contact details, record books, Inhalers and EpiPen when required, special bin for soils.

Upon being summoned in the event of an accident, the first aid 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 appointed person is to stand by should the emergency services be required.

The first aid person (s) / appointed person will always, in the event of an accident **involving a member of staff or another adult**, call an ambulance and contact the next of kin 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 allergic reaction (anaphylactic shock)

The first aid person (s) / appointed person will always, in the event of an accident **involving a child**, call an ambulance and contact the parent / guardian 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
- In the event of an allergic reaction (anaphylactic shock)

The first aid person (s) / appointed person will always, in the event of an accident involving a child, contact and liaise with the parent / guardian on the following occasions:

- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- If a child requires continuous, close monitoring

Our procedure for notifying the parent / guardian will always be to use all telephone numbers available to contact them and to leave a message if the parent / guardian is not available.

In the event that parents can not be contacted and a message has been left, our policy will always be to attempt to make contact with the parents constantly, or with another person on the child's contact details. In the interim, we will ensure that the qualified first aid person, emergency first aid person or a member of staff remains with the child in the first aid area.

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In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aid first aid person, emergency first aid person or a member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Date and time of the accident
- Name of injured person
- Initials of the first aid person who attended the injury
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Reviewed: **March 2021**

Signature of Chair of Governors:

Date of next review: **January 2023**

STAFF FIRST AID LIST 2021-22

Administering Medicines in School

Caron Webber	Administration Officer (School Office)
Michelle Wilkins	Teaching Assistant

Emergency First Aid in Schools Persons

Carla Atkins	Lunchtime Supervisory Assistant
Helen Barty	Teacher
Sophie Bissett	Lunchtime Supervisory Assistant
Sue Black	Lunchtime Supervisory Assistant
Di Bosustow	Teaching Assistant & ELSA
Alison Bowman	Teaching Assistant
Suzanne Douglass	Teacher
Zoe Brant	Teaching Assistant
Kate Campbell-Smith	Early Teaching Assistant
Nicky Collingwood	Senior Lunchtime Supervisory Assistant
Charlotte Cottrell	Teaching Assistant
Jenny Cripps	Teaching Assistant
Suzanne Douglass	Teacher
Kirsty Fletcher	Teaching Assistant
Ruth Halbauer	Deputy Headteacher
Jacky Halton	Headteacher
Laura Henry	Breakfast and After School Club Assistant
Louise Jackson	Teaching Assistant
Nicole James	Teaching Assistant
Teresa Jerome	Breakfast and After School Club Assistant
Lesley Kennedy	Finance Manager (School Office)
Amy Mavin	Teacher
Claire Moore	Lunchtime Supervisory Assistant
Anna Philipson	Teacher
Amanda Sanger	Teacher
Sandra Stevinson	Teaching Assistant
Flora Walters	Teacher
Caron Webber	Administration Officer (School Office)
Anne Weites	Lunchtime Supervisory Assistant
Kirstin Westover	Senior Administration Assistant (School Office)
Michelle Wilkins	Teaching Assistant
Kate Williams	Lunchtime Supervisory and Wraparound Care Assistant

Paediatric First Aid Persons

Kate Campbell-Smith	Early Years Assistant
Hayleigh Ferguson	Teaching Assistant