

Crofton Hammond Infant School

# FIRST AID POLICY



Policy approved:	March 2024	FGB
Signed:	<i>S Hosmer</i>	Headteacher
Signed:	<i>W Shirley</i>	Chair of Governors
Date of next review:	March 2025	Annually
Monitored and evaluated by:	Resources Committee	Annually

<b>Introduction</b>
<p><b>Policy Statement</b></p> <p>Crofton Hammond Infant 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.</p> <p>Responsibility for first aid at Crofton Hammond Infant School is held by Sian Hosmer who is the Headteacher.</p> <p>All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.</p> <p>All staff have a statutory obligation to follow and co-operate with the requirements of this policy.</p>
<p><b>Aims and Objectives</b></p> <p>Our first aid policy requirements will be achieved by:</p> <ul style="list-style-type: none"> <li>• Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises. <ul style="list-style-type: none"> <li>○ It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect first aid provision.</li> <li>○ The Children’s Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.</li> </ul> </li> <li>• 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.</li> <li>• Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.</li> <li>• Ensuring the above provisions are clear and shared with all who may require them.</li> </ul>
<b>First Aid Training</b>
<p>The Headteacher will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.</p>
<p><b>Appointed Persons</b></p> <p>At Crofton Hammond Infant School there is 1 Appointed Person who is as follows:</p> <ul style="list-style-type: none"> <li>• Caron Webber</li> </ul> <p>The appointed persons is in place to take charge of first aid arrangements including looking after equipment and calling emergency services.</p> <p><b><u>Emergencies in School First Aid Trained Staff</u></b></p> <p>At Crofton Hammond Infant School there are currently 27 school first aid trained staff as listed on the training grid and list in the school office.</p> <p><b><u>Paediatric First Aid Trained Staff</u></b></p> <p>At Crofton Hammond Infant School there are 4 paediatric first aid trained staff who are as follows:</p> <ul style="list-style-type: none"> <li>• Zoe Brant, Kate Campbell-Smith, Teresa Jerone, Linda Martin</li> </ul> <p>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.</p>
<b>First Aid Provision</b>
<p>Our First Aid Needs Assessment has identified the following first aid kit requirements:</p>

4 first aid kits on the premises.

These first aid kits will be situated at:

- The School Office (this is the first aid room)
- Library Corridor (next to computer)
- Mobile Kit (in the school office – for playground duties / forest school)
- School Kitchen (managed by HC3S staff)

In addition there are 2 'Off-Site' first aid kits (located in the school office – for school trips)

It is the responsibility of the appointed person to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Health and Safety Inspections and Monitoring folder held 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 personnel, bed/seat, running water, first aid kit, telephone, parent/carer contact details, record books, inhalers, epi pens & children medication, special bin for soils.

### **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 seek medical advice or 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 a suspected fracture
- 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)

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
- 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

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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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents at least every hour (or more frequently depending on the seriousness of the accident/injury). In the interim, we will ensure that the First Aider, Appointed Person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the Appointed Person, 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.

### **Out of hour and Trips**

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

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by the Headteacher or Finance Officer who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included in the offsite 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 with (at least) the following information:

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