



Fishbourne Church of England Primary School

First Aid Policy

Lead member of staff	Head teacher
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At Fishbourne Church of England Primary School we start with the WHY – our core belief drives all decision making. We think deeply about the HOW, using our core belief to guide decisions on a day to day basis. Finally we decide WHAT action brings our belief to life.

Our core belief is that:

***'There is only one you in this great big world...
...make it a better place'***

This core belief is at the heart of why and how we create our policy and the policy in action.

God you made me; you created me. Psalm 119

Aims & Objectives

Our first aid policy requirements will be achieved by:

- 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
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The school 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 and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Fishbourne CE Primary School there are 2 appointed persons who are as follows:

- Naomi Day – Headteacher
- Kate Sheldon – School Business Manager

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 Persons) 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.

School First Aid Trained Staff

At Fishbourne CE Primary School there are 16 school first aid trained staff, including a mix of the teaching team and support team. When there is an offsite visit, a trained first aider from the staff team will always be in attendance.

2 staff are Emergency First Aid at Work trained: Andrew Stemp and Chris O'Donnell.

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).

Paediatric First Aid Trained Staff

At Fishbourne CE Primary School there are 3 paediatric first aid trained staff who are as follows: Ali Gregory, Debbie Whitaker and Harvey Lawrence.

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

First Aid equipment is kept in the Medical Room for day to day use, alongside record books in which to record any incidents in which First Aid was given.

In addition, there are a number of stocked first aid kits that should be taken out on offsite visits.

It is the responsibility of the SBM to undertake a regular check of the contents of all first aid kits at the beginning of each half term.

The Medical Room (situated at the main entrance of the school) is designated as the first aid room for treatment, sickness and the administering of first aid and administration of medicines. The first aid room has the following facilities:

- Clean running water; first aid kit/supplies; plastic chairs that can be easily disinfected; a fridge; easy access to the telephone.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider and/or 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
- In the event of a serious asthma attack or allergic reaction
- 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 (other than a minor injury)
- Bump to the head (other than a minor bump)
- 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. A text message will be sent to parents for minor head bumps which do not need a verbal message to be given to parents (this decision was reached following feedback from parents).

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.

Out of hours and Trips

The first aid arrangements for all school-managed and organised after school activities (parent's 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 risk and 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 our School Business Manager 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 risk assessment for each trip. 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 qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- A treatment slip will be given to a child where they have received First Aid.

Major accidents and incidents must be reported to the Health and Safety Executive.

In addition, under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) act, the school has a legal duty to report work related deaths (including as a result of physical violence), major injuries or injuries that prevent the injured person from doing their normal work for more than three days (including acts of physical violence), work related diseases and dangerous occurrences (near miss accidents).

An accident that happens to pupils or visitors must be reported to the HSE if the person involved is killed or is taken from the side of the accident to the hospital and the accident arises out of or in connection with:

- any school activity, whether on or off the premises;
- the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises