



First Aid Policy

Reviewed: June 2016
Next review: March 2018

Signed on behalf of the Governing Body

Policy Statement

West Tytherley CE 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 this school is held by [Mr Michael Warren](#) who is the responsible manager.

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 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

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) 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 West Tytherley Primary School, the first aid needs assessment identifies that qualified first aid for staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

The appointed persons who are as follows:

- Kim Furness
- Julia Rose

Paediatric First Aid Trained Staff

At West Tytherley Primary School there are a minimum of 2 paediatric first aid trained staff who are as follows:

- Amanda Bowyer *
- Julia Rose
- Justine Cole
- Emma Bessant
- Tracey Parker *

* These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

Other trained staff

All Learning Support staff have undergone the Emergency (1 day) First Aid course.

First Aid Provision

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

- 5 first aid kits on the premises
- These first aid kits will be situated at: 3 in the Medical Store (1 daily kit and 2 travel kits), 1 in the shed for playground, 1 in food technology room.

It is the responsibility of the 'appointed persons' 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 office Health and Safety file

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Medical Area (at the bottom of the stairs) is designated as the first aid area for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Z bed and blanket
- running water (accessible from the disabled toilet)
- first aid kit
- chair
- waste bin
- medical waste bin (accessible from the disabled toilet)

Emergency Arrangements

Upon being summoned in the event of an accident, the 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 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

In the event of an accident involving a child we would normally inform the parents by send a 'medical slip' home and also using a sticker to inform others.

Where appropriate, it is our policy to notify parents directly of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

Staff should 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, 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 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.

Records

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

- Name of injured person
- Name of the appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken