

FLEET INFANT SCHOOL
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Policy: First Aid Policy

Reviewed: Spring 2024 (Adapted/amended from Children's Services Health and Safety Team Model Policy)

Ratified by the Governing Body: April 2024

Next Review: April 2027

Policy Statement

Fleet 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.

Responsibility for first aid at Fleet Infant School is held by the Headteacher who is the Responsible Manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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 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
- 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 Appointed Persons, School First Aid, Emergency First Aiders, Qualified 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.

Appointed Persons

At Fleet Infant School there are 5 Appointed Persons (Headteacher and Admin Team) who are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

School First Aid Trained Staff

At Fleet Infant School Learning Support Assistants and Lunchtime Supervisory Assistants are School First Aid trained, their names are displayed in the medical room.

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

At Fleet Infant School the Admin staff are Emergency First Aiders, their names are displayed in the medical room. They are 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.

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

At Fleet Infant School staff numbers are below 50 and there is no requirement to have a Qualified First Aider.

Paediatric First Aid Trained Staff

At Fleet Infant School the Reception Year Learning Support Assistants are Paediatric First Aid trained staff, their names are displayed in the medical room. They 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

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

- one main first aid kit on the premises located in the medical room
- three travel first aid kits located in the medical room for off-site activities
- one first aid kit located in the main kitchen

It is the responsibility of the Emergency/Qualified First Aiders/Appointed Persons 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 H&S monitoring file.

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 has a bed, running water, first aid kit, alcohol hand rub dispenser and further first aid stock items.

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 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 anaphylaxis
- in the event of an epileptic seizure

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 significant bump to the head
- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- 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. If parents cannot be contacted and a message has been left, we will continue to attempt to make contact with the parents. 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 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 (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 has arrangements to let/hire out the building to external organisations the first aid responsibilities sit with the hirer. This is recorded in the Lettings Policy.

The first aid arrangements for school-organised trips/visit 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 on a medical form in either the medical room, classroom, playground medical books or online as appropriate. with the following information:

- name of injured person
- name of the qualified/emergency/school/paediatric first aider or appointed person
- date of the accident
- type of accident (e.g. bump on head etc)
- treatment provided and action taken