

FIRST AID POLICY**Bidbury Infant School**

Name of School	Bidbury Infant School
Date of Policy Issue/Review	September 2021
Name of Headteacher	Tarnia Townshend
Signature of Headteacher	<i>T. Townshend</i>

Policy Statement

Bidbury 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 Bidbury Infant School is held by the Headteacher, Tarnia Townshend, 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 (Appendix 2) 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

The responsible manager 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, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Bidbury Infant School the appointed persons are as follows:

- Any member of the teaching or support staff

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 Person) 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.

Qualified First Aiders (Those who have completed the HSE approved 3-day first aid course)

At Bidbury Infant School there are two qualified first aid at work persons who are as follows:

- Jackie Colley
- Sarah Keegan

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. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Bidbury Infant School there are paediatric first aid trained staff who are as follows:

- Jackie Colley
- Tracy Gill
- Sarah Thumwood
- Caroline O'Halloran
- Shristi Gurung
- Bobbie Thomas
- Alex Foy
- Lauren Kattenhorn

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.

School First Aid Trained Staff (Schools First Aid including Epipen Administration – 1 Day)

At bidbury Infant School, the following members of staff have received training as above (INSET DAY 03/06/19 – Expires 02/06/22):-

- Kerry Bruce
- Louise Bridger
- Helen Diprose
- Marie Frost
- Suzanne Giles
- Karen Horton
- Lorraine Jarvis
- Sharon Linter
- Holly Peppard

CHILDREN'S SERVICES HEALTH & SAFETY

- Jennifer Relton
- Tracy Robbins
- Karina Stanley

First Aid Provision

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

- Three first aid kits on the premises
 - These first aid kits will be situated
 - Box 1 – the hall
 - Box 2 - the music room
 - Box 3 – the office
- There is a first aid box in each classroom, and 3 first aid bags that are taken on visits out of school plus 1 located in the evacuation pack. When not in use they are stored in the medical room

It is the responsibility of the Administrative Assistant to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (Appendix 4). Completed checklists are to be stored in the school office.

The contents of first aid kits are listed under the '*actual 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 will have the following facilities:

- Running water, first aid kit, chairs
- Telephone in school office

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
- Whenever there is an extreme allergic/anaphylactic reaction
- In accordance with the asthma care plans

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
- if they bang their head
- requires attendance at hospital
- severe bleed
- in accordance with any health care or asthma care plan

CHILDREN'S SERVICES HEALTH & SAFETY

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.

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 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 Miss T Townshend, Headteacher, who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the trip 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 in 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
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Accidents/Investigations/Violent Incident forms – Paper copies are no longer accepted as from April 2016 there is a new Corporate online reporting form which should be used for reporting of all such incidents

Signed: Headteacher *T. Townshend* Date: September 2021

Reviewed: September 2021

Next review date: September 2022

Protocol for when a serious/worrying injury occurs

Accident Book

- All injuries are recorded in either year group accident books or the main books kept in the school office
- If a bumped head, nose bleed or a Year R minor injury slip is completed to be sent home then this will also be indicated in the accident book
- Completed accident books to be handed in at school office

Stickers

- All children who have bumped their head will be given a sticker so that all of the staff are aware that they have bumped their head and a bumped head text will be sent to parents
- All staff working with the child will monitor him/her for the rest of the day and report any concerns to the class teacher or office staff

Learning Support Assistants/Lunchtime Supervisors

- As well as putting bumped head letters in the drawer (or on the wall in Year R) MDSA's/LSA's must also inform the class teacher that this has been done and give information concerning how and why the accident occurred.
- Complete an incident form if it is the result of bad behaviour.

Protocol for when going home arrangements change from the norm and telephone messages are received

All messages about children should record the following information on the identified form

- First and last name
- Class
- Information to be passed on

Protocol for before and after school clubs

- Breakfast Club staff will pass messages on to the appropriate year group
- Class teachers will pass any necessary information on to after school club staff

September 2021