

| |
|-------------------------|
| FIRST AID POLICY |
|-------------------------|

| |
|--|
| |
|--|

| | |
|---|---|
| Name of Unit/Premises/Centre/School | Northern Schools Federation |
| Date of Policy Issue/Review | October 2017 (reviewed October 2018) |
| Name of Responsible Manager/Headteacher | Julie Readman, Administrative Assistant |
| Signature of Responsible Manager/Headteacher | |

| | |
|---------------------|--|
| Introduction | |
|---------------------|--|

Policy Statement

Northern Schools Federation will 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 Northern Schools Federation is held by 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 appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric trained staff are nominated, as identified by the completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Qualified First Aiders

At **Northern Infant School** qualified first aiders are as follows:

Administrative Assistant x 2
Admin/Finance Officer

At **Northern Junior School** qualified first aiders are as follows:

Admin/Finance Officer
Administrative Assistant x 2
Senior Midday Supervisory Assistant

Within the Federation 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. First aid kit inspections are the responsibility of the responsible manager for both schools.

Emergency first Aiders (on qualification)

At **Northern Infant School** qualified emergency first aiders are as follows:

LSA x 4
SMDSA x 1
MDSA x 5

At **Northern Junior School** qualified emergency first aiders are as follows:

MDSA x 4

Paediatric First Aiders

At **Northern Infant School** qualified paediatric first aiders are as follows:

Early Years Learning Support Assistants x 2

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 | |
|----------------------------|--|

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

At **Northern Infant School:**

- Five first aid kits on the premises
 - In the main office/Medical room x 1
 - In both Early Years classrooms x 2
 - Fire bags x 2

- Three travel first aid kit to take out on trips
 - 3 trip rucksacks - Northern Infant School, located in the stock cupboard

T/Pool, Policies & Guidelines, Health & Safety, First aid

CHILDREN'S SERVICES HEALTH & SAFETY

At Northern Junior School

- First Aid kit in the main office
- MSA/trip first aid kits stored in the main office

It is the responsibility of the responsible manager to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health Guidance for Schools file in the office (NIS), and in the Medical file in the office (NJS). The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The first aid areas are designated for treatment, sickness and the administering of first aid. The first aid areas will have first aid kits and chairs. Running water is available in the resources room and early years area (NIS) and in the Office (NJS). A bench is available for laying down in the office (NIS/NJS).

| | |
|-------------------------------|--|
| Emergency Arrangements | |
|-------------------------------|--|

Upon being summoned in the event of an accident, the first aider 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.

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

In the event of an adult suffering an injury or for a child, after consultation with parents (where time allows), the first aider 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

Our procedure for notifying parents will be to use all telephone numbers available to contact them, and to leave a message asking them to contact the school should the parents not be contactable.

In the event that parents can not 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, 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 can not 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.

CHILDREN'S SERVICES HEALTH & SAFETY

| | |
|----------------|--|
| Records | |
|----------------|--|

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

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

When significant first aid is administered to a pupil or member of staff, and they require further treatment at hospital, accidents must be recorded in the school accident book in the medical room, and then recorded on the online accident/near miss form and submitted to Children's Services Health & Safety team.

An online copy of the report will be emailed to the Accident investigator/Head of School and will then need to be filed in the accident book located in both school offices.

| |
|---|
| CHILDREN'S SERVICES HEALTH & SAFETY TEAM |
|---|

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>