

# PADNELL INFANT SCHOOL

## BOARD OF GOVERNORS



### FIRST AID POLICY

<b>Name of Unit/Premises/Centre/School</b>	Padnell Infant School
<b>Date of Policy Review</b>	December 2023
<b>Date of Next Review</b>	December 2025
<b>Name of Headteacher</b>	Mrs Mandy Grayson

## Administration Record

Issue	Modification	Approved
1	For FGB Approval	April 2016
1.1	FGB Comments Incorporated	April 2016
1.2	FGB Approved	02 December 2019
2	FGB Approved	13 December 2021
3	FGB Approved	13 November 2023

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## 1 Policy Statement

Padnell 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 Padnell Infant School is held by the headteacher 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 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,

## 2 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 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.

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

At Padnell Infant School there are three qualified first aiders, who have completed 'First Aid at Work' who are as follows:

- Tiffany Harvey
- Nikki Thundercliffe
- Pam McVittie

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 Padnell Infant School there are three staff who have been trained in Early Years First Aid, who are as follows:

- Tiffany Harvey
- Shelley Kates
- Holly Harbour

These staff members 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, in school, on trips or at Crafty Club.

## **3 First Aid Provision**

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

- Three main first aid kits on the premises
  - These are situated in the Main Office, the community room & the hut in Joeys Field.
- Four travel first aid kits
  - These travel first aid kits will be located in the main office.
- Each year group also has a travel first aid kit with supplies which are kept up to date by the LSAs in the class and refilled from the main office.
- There is also a full first aid kit available when the school is evacuated in an emergency. It is located in the Year 2 wing & the responsibility of the fire marshal to collect it as they exiting the building.

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 stored in the Main Office.

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

The Main Office 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
- Sofa bed
- Chairs
- Telephone
- First Aid supplies
- First Aid Record Book
- Medical Record Book
- Contact File
- Pen
- Medicines for Administration
- Fridge

## 4 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.

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 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
- any injury to the head (a blue note will be sent home for those injuries considered to be minor & also a bumped head wristband attached, a phone call/Marvellous Me message may be sent if the injury is more significant or if the child's appearance may be a shock to a parent)

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.

## 5 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/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on forehead etc.)
- Treatment provided & action taken