

Federation of Bedenham and Holbrook Schools

First Aid policy.

Policy Statement

The Federation of Bedenham and Holbrook 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 Bedenham Primary School is Caroline Wood (Head of School) and at Holbrook Primary School is held by Zoe Dudley (Head of School) these are the responsible managers.

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.

The responsible managers 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 Holbrook Primary School there are 35 appointed persons who are as follows:

- Jenny Audus
- Hollie Birks
- Debbie Bissaker
- Ruth Brenton
- Ray Charman
- Jakki Collins
- Julie Dow
- Leanne East
- Jo Evans
- Heather Fox
- Lynne Franklin
- Debbie Gander
- Rachel Gee
- Amber Ghanouni
- Lisa Higman
- Georgia Ingledew
- Sian Kelly
- Louise McDermott
- Lisa Marshall
- Tina Powell
- Jennie Pullan
- Hayley Rattray
- Samantha Reed
- Raffaella Righini-Nisbet
- Annie Robertson
- Laura Robson
- Kerry Shephard
- Louise Skinner
- Sam Taylor
- Tarnya Ward
- Julie Waters
- Sue Webber
- Louise Weller
- Wendy White
- Charlotte Wiles

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.

Paediatric First Aid Trained Staff

At Holbrook Primary School there are 2 paediatric first aid trained staff who are as follows:

- Deborah Bissaker
- Lisa Marshall

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.

AED Defibrillator Trained Staff

- Deborah Bissaker
- Sian Kelly
- Zoe Dudley
- Rachel Gee

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

- Seven first aid kits on the premises
 - These first aid kits will be situated at:
 - **Year R Classroom**
 - **Lower School Cookery Area**
 - **Administration Office (for Fire Evacuations only)**
 - **Administration Office (general use)**
 - **2 x trips kits in Administration Office**
 - **Residential Kit in KS1 kitchen area**
- Two travel first aid kits in vehicles- minibus and Home School Link Worker's car
 - These travel first aid kits will be located in minibus registration and Home School Link Worker's car.

It is the responsibility of the Administrative Officer to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the First Aid Folder in the Administration Office.

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

The Administration 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
- First Aid Kit
- Telephone
- Chair

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 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
- would be a shock for the parent to see the injury and not know how it happened

Emergency arrangements

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 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, 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 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.

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

Reviewed November 2016

Approved at FGB: 14/11/2016

Next review: November 2019