



FIRST AID POLICY

NAME OF SCHOOL	Stanmore Primary School
DATE OF POLICY ISSUE	November 2023
DATE OF POLICY REVIEW	November 2024
NAME OF HEADTEACHER	Mrs Sharon Taylor

PRINCIPLE

Stanmore Primary 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 Stanmore Primary 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 (First Aid). <https://documents.hants.gov.uk/shs/procedure-Firstaid.pdf>

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 <https://documents.hants.gov.uk/shs/procedure-Firstaid.pdf> 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 qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

QUALIFIED FIRST AID STAFF

At Stanmore Primary School there is minimum of 5 qualified first aiders onsite. 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. The appointed person, Mrs Eagle, is also responsible for ensuring consumables are available to replenish the first aid bags and for ordering consumables. The first aiders administering the first aid are responsible for replenishing the first aid bags according to consumables used.

PAEDIATRIC FIRST AIDERS

At Stanmore Primary School there are a minimum of two members of staff who are trained as Paediatric first aiders.

FIRST AID PROVISION

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

- three first aid kits on the premises (red drawstring)
 - One situated in the school office, one situated in the headteachers office
- Classroom medical first aid kits 8 red medical bags
 - These first aid kits will be situated in the classrooms. One to be collected from, and returned to, the front office before and after each break for Key Stage One and one for Key Stage Two. The third will be available for any trips off site.

It is the responsibility of the appointed person to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist <https://documents.hants.gov.uk/shs/procedure-Firstaid.pdf> Completed checklists are to be stored in the First Aid file in the school office with copies of certificates.

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

The school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities: running water, first aid kit, telephone, chair etc. The school office is also able to provide first aid to HC3S staff if required.

EMERGENCY ARRANGEMENTS

Upon being summoned in the event of an accident, the first aider or another member of staff 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 or another member of staff is to always call an ambulance or contact the parents/guardians by telephone 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

If parents/guardians are unobtainable, either an ambulance will be called or the child will be taken to hospital depending on the most appropriate course of action.

In the event of an accident involving a child which:

- is considered to be a serious (or more than minor) injury.
- is any form of head injury (including minor)
- requires attendance at hospital
- is any form of eye injury

It is our policy to always notify parents of their child's accident. Our procedure for notifying parents by telephone will be to use all telephone numbers available to contact them and leave a message via voicemail, text or email 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. In the interim, if the injury is not considered serious enough for attendance at hospital, 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 cannot be contacted prior to attendance, the qualified first aider or 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. Any relevant information will accompany the child. If the headteacher deems it necessary, two members of staff will remain with the child until the parent arrives 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 first aider/appointed person
- Date of the accident
- Type of accident (e.g. bump on head)
- Treatment provided and action taken
- Location of accident

All injuries requiring attention by a first aider will result in a text being sent to the number one contact for the child concerned. More serious injuries or specific requests by parents in accordance with their child's Education Health Care Plan (EHCP), will result in a phone call to the parents. Any child receiving a bump to the head will be given a 'head bump' sticker to wear alerting staff to the injury so the child may be monitored for any changes in behaviour.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance please contact the Children's Services Health & Safety Team.