



FIRST AID POLICY

Date of last review:	Nov 2017
Date of next review:	Nov 2018
Signature and date of Headteacher approving policy	

Policy Statement

Bursledon Infant and Junior Schools 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 both schools is held by Sian Smith, The Executive Headteacher 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 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	
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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 completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Bursledon Junior School there is an appointed person who is:

- Glenda White – Admin Staff

At Bursledon Infant Schools there is an appointed person who is:

- Maria Motherwell – Admin 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.

School First Aid Trained Staff

At Bursledon Junior School there are 13 school first aid trained staff who are as follows:

- Lin Guest – Schools First Aid
- Caroline Jerrim – Schools First Aid
- Mike Cheer – Schools First Aid
- Julia Bland – Schools First Aid
- Mandy Brunning – Schools First Aid
- Andrew White – Schools First Aid
- Janice Orchard – Schools First Aid
- Sue Anzalucca – Schools First Aid
- Glynis Freeman – Schools First Aid
- Derry Lyons – Schools First Aid
- Clare Mitchell – Schools First Aid
- Jo Pierrepont – Schools First Aid
- Rebecca Simmonds – Schools First Aid

At Bursledon Infant School there are 17 school first aid trained staff who are as follows:

- Maria Motherwell – (Admin) – Schools First Aid
- Karen Abrahams – Schools First Aid
- Anne Range – Schools First Aid
- Clare Male – Schools First Aid
- Paula Purnell – Schools First Aid
- Sarah Atherton – Schools First Aid
- Claire Cheer – Schools First Aid
- Leanne Downer – Schools First Aid
- Lisa Feltham – Schools First Aid
- Susan Fielder – Schools First Aid
- Mary Giffard – Schools First Aid
- Janice Gough – Schools First Aid
- Dawn McGuire – Schools First Aid
- Jen Murfitt – Schools First Aid
- Tanya Renwick – Schools First Aid
- Lisa Routledge – Schools First Aid
- Rosemary Street – Schools First Aid

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

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

At Bursledon Infant and Junior Schools there are three qualified first aiders who are as follows:

- Glenda White (Admin Manager) - First Aid at Work
- Shereena Stubbs (Admin) – First Aid at Work
- Trish Crocker – First Aid at Work

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 (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

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

- Denise Bhakar
- Emma Flooks
- Maria Motherwell

At Bursledon Junior School there is one paediatric first aid trained staff member:

- Julia Bland

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.

The breakfast club meets this requirement and currently always has a paediatric first aid trained member on staff on duty.

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

- One first aid kit on the premises
 - This first aid kit will be situated at the Medical Room next to Reception in both schools
- One travel first aid kit in each vehicle used to transport children on offsite visits

It is the responsibility of the appointed person to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid File, located in the Admin Office

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

The Medical room next to reception in each school 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:

- Bed, sink with running hot and cold water, first aid kit and appropriate waster disposal for clinical waste.

Emergency Arrangements	
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All accidents that result in a form of injury (or are suspected of) must be referred to and dealt with by trained first aid member of staff.

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 any 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
- Where the child needs to attend hospital but the parent is unable to attend
- In the event of a person suffering an anaphylactic shock
- In the event of a person suffering from a severe asthma attack

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
- is a head injury that is identifiable – either by sight, or by symptoms, or circumstance

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. If the injury is minor a letter will be sent home or a text sent.

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	
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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 and time of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken