

St Martin's CE (Aided) Primary School
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First Aid Policy

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Signed:

Position:

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St Martin's CE (Aided) Primary School
First Aid Policy

Policy Statement

St Martin's CE (Aided) 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 St Martin's CE (Aided) Primary School is held by Katy Bartlett 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 and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment (Appendix 1) 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 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.

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.

Appointed Persons

At St Martin's CE (Aided) Primary School there are 3 appointed persons who are as follows:

- Katy Bartlett
- Mel Rennison
- Jenn James

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. At St Martin's CE (Aided) Primary School the appointed persons have all completed the School First Aid Training.

School First Aid Trained Staff

At St Martin's CE (Aided) Primary School there are 12 school first aid trained staff who are as follows:

- Kerry Alexander
- Katy Bartlett
- Alice Britton
- Gabby Burke
- Lizzy Byrne

- Tina Calkin
- Janet Hancock
- Sue Hopkinson
- Jenn James
- Mel Rennison
- Elena Santana
- Hazel Willmer

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 adults. 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.

Paediatric First Aid Trained Staff

At St Martin's CE (Aided) Primary School there are 3 paediatric first aid trained staff who are as follows:

- Beth Perry
- Teresa Carter
- Jane Lovell

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:

- Four first aid kits on the premises - these first aid kits will be situated in the finance office, staff room, annex and side entrance.
- Four travel first aid kits - these travel first aid kits will be kept in the finance office and taken off site when necessary.

It is the responsibility of the appointed persons to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the First Aid File kept in the Headteacher's office.

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

The Finance 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.

Emergency Arrangements

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 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 significant first aid treatment.

- Requires attendance at hospital.
- Involves a bump to the head.

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 Headteacher (or in her absence next most senior member of staff) will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out Of Hours

The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity as part of the risk assessment.

The first-aid arrangements for school organised trips/visit are included in the off -site risk assessments. These are reviewed for each off site activity and the level of first-aid provision is reviewed to ensure adequate cover is provided for the off site activity, and that sufficient cover is retained at the school to cover those who stay at school.

Records

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

- Name of injured person
- Name of the first aider
- Date of the accident
- Type of accident
- Treatment provided and action taken