

FIRST AID POLICY



Compton All Saints' C of E Primary School



*Compton All Saints' aspires to the highest possible attainment for all of its pupils and is committed to constant improvement across all areas.
All its work is underpinned by its core values of love, courage and respect.*

The purpose of this policy is to ensure that there is a plan in place for how your first aid and accidents are managed, and to ensure that employees are aware of their responsibilities and all first aid arrangements.

Name of Unit/Premises/Centre/School	Compton All Saints' C of E Primary School
Date of Policy Issue/Review	Issued 13 th Jan 2022 Reviewed Sept 2023 (A Letch added 1 st Nov 2023) Reviewed Jan 2025 (A Letch removed and I Whitley added)
Name of Headteacher	David Ware
Signature of Headteacher	

Introduction	
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Policy Statement

Compton 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 Compton Primary School is held by David Ware 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 aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.

CHILDREN'S SERVICES HEALTH & SAFETY

- 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 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 Compton All Saints' C of E Primary School there are 0 appointed persons on a permanent basis because we have qualified first aid staff. However, we do have nominated first aiders at all evening/out of school hour's events or on the rare occasion when there is not a qualified first aider on site during the school day.

Paediatric First Aid Trained Staff

At Compton All Saints' C of E Primary School there are four paediatric first aid trained staff who are as follows:

- Sarah Morse
- Iris Whiteley
- Hannah Van Greunen
- David Ware

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. It has been identified that Paediatric First Aid cover is required throughout the day, including before and after school clubs which may be attended by children aged 5 and under.

The First Aid Needs Assessment has identified that at least one, if not two, members of staff should be trained to assist with cover during the school day and on school trips.

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

At Compton All Saints' C of E Primary School there is one qualified first aider as follows:

- Sarah Morse

She will be responsible for administering first aid, in accordance with her 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 other first aiders or other members of staff (eg. first aid kit inspections, Policy review etc).

School First Aid Trained Staff

At Compton All Saints' C of E Primary School there is no one with School First Aid training

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 particularly useful for the teacher in Owls class to be trained in order to provide first aid cover on residential and other trips. 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.

CHILDREN'S SERVICES HEALTH & SAFETY

First Aid Provision

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

- 2 first aid kits on the premises
 - These first aid kits will be situated in the cookery room close to the outside space, and Ladybirds, Hedgehogs and Foxes classes and the second kit will be situated in the staffroom, close to Owls class, the kitchen and offices.
 - 2 portable first aid kits exist to use for emergency evacuation. These are located in Ladybirds class, close to the muster point, and in the school office to try to ensure at least one should be accessible if a first aid incident occurs during evacuation.
 - 2 Travel first aid kits exist for school trips and Forest School and these are located in the staffroom.
 - 2 bum bag first aid kits are available for use at lunchtimes by those on duty on the playground.
 - 2 emergency inhalers
 - Defibrillator – kept in the staff room

It is the responsibility of the qualified First Aiders to check the contents of all first aid kits and notify the admin staff when new supplies need to be ordered.

The staffroom and library are designated as the first aid rooms for treatment, sickness and the administering of first aid. The first aid rooms will have the following facilities:

- running water, first aid kit, chairs, fridge

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 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 or illness
- Whenever the first aider is unsure of the correct treatment of injury or illness
- In the event of severe allergic reactions eg anaphylaxis and always when an epipen has been administered
- If necessary in the event of a severe asthma attack
- If a pre-existing condition existed which required hospital 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 (more than minor)
- requires attendance at hospital
- is a head injury

CHILDREN'S SERVICES HEALTH & SAFETY

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, or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the case of minor head injuries a 'bump note' is sent home with the child.

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/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.

Out of hours and trips

The first aid arrangements for all school managed and organised after school activities (eg: 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.

Where the school has arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by the Senior Admin Officer who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the individual trip risk assessments. These are reviewed for each trip/visit and the level of first aid provision is reviewed to ensure adequate cover is provided for the trip/visit, 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 qualified/paediatric first aider
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Specific Medical Conditions

The school holds an 'At risk' list of children with specific medical conditions e.g.

- asthma
- anaphylaxis
- coeliac disease

The list is reviewed termly. Currently, this review is carried out by the Senior Admin Officer.

The list has details about each child, explaining the medical condition and appropriate protocol and is displayed in classrooms, the staffroom, the kitchen and the school office. There is a red file in the school office containing medical details for all the children on the list.

CHILDREN'S SERVICES HEALTH & SAFETY

One member of staff has been trained in Administration of Medicines.
Trained staff pass on advice to other staff at annual health and safety refresher sessions.
Supply staff are informed of any pupils affected by the above and other H & S matters on arrival.

Epi Pens – children diagnosed as needing epi pens must have two up to date epi pens in school. These are kept in the staff room and are easily accessible to all staff. Some children may also need to carry a further 2 epi pens with them at all times, usually in a bum bag. It is the responsibility of parents to ensure that epi pens and other medication are in date and to inform the school of any change in the protocol. Letters are sent home termly to remind parents to check medicines are still within date.

Epi pens and other medication for specific problems must be taken on all outside activities.

Bodily Waste Disposal

Plastic gloves must always be worn when dealing with blood, vomit, saliva, or bodily wastes. Any materials used to absorb such matter will be sealed in a plastic bag and placed with the plastic gloves in the yellow medical waste bin kept in the largest of the staff toilets. The area will be disinfected. Plastic gloves, disposable cloths, plastic bags and Sanitaire absorbing powder and disinfectant are stored in the blue bucket in the caretaker's/cleaner's store. It is the responsibility of the trained Lead First Aider to ensure this is kept stocked.

Signed: _____ Date: _____

(Chair of Governors)

Signed: _____ Date: _____

(Headteacher)