GRANGE INFANT SCHOOL
FIRST AID POLICY

Name of School	Grange Infant
Date of Policy Issue/Review	June 2019
Name of Responsible Manager (RM)	Mrs Duffy (Headteacher)
Name of Responsible Health & Safety Officer (HSO)	Mrs Fairs (SBM)

Policy Statement

Grange Infant 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 Grange Infant School is held by the Headteacher who is the Responsible Manager (RM).

All first aid provision is arranged and managed in accordance with the School's Health and Safety First Aid Guidance – Schools September 2015 (Version 1) and the Health and Safety Corporate First Aid Procedure – April 2016. The guidance documents provide information on how to meet the corporate policy and standards. 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

The RM 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.

Paediatric First Aid Trained Staff

At Grange Infant School there are five paediatric first aid trained staff who are as follows:

- Mrs Forehead
- Mrs Hopgood
- Mrs Jeffryes
- Mrs Sayer
- Mrs Green

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.

School First Aid Trained Staff

At Grange Infant School there are a variety of adults trained to 'First Aid in Schools' Level. These are as follows:

- Teachers
- Teaching Assistants/Learning Support Assistants/ELSAs
- Admin Officer and Admin Assistant
- Lunchtime Supervisory Assistants

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. The Admin Officer is responsible for the re-ordering of essential First Aid Supplies (As identified on the First Aid Checklist) and notified by school staff.

First Aid Provision

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

13 first aid kits on the premises, these first aid kits will be situated at the Medical Room, Classrooms, Library, The Aviary.

Portable first aid kits, these travel first aid kits will be located in the Medical Room (for taking on trips) and carried by the Lunchtime Supervisory Assistants when on lunchtime duty.

It is the responsibility of the using adult to check the contents of all first aid kits every time they use them and inform the office if fresh supplies are needed. Completed checklists are kept in the Medical Room and the Office.

First Aid for after school activities/off-site trips/visits

The first- aid arrangements for all school managed and organised after school activities (parents' evenings, school fayres, 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 have 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 SBM who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the risk assessment and risk management record for off-site activities and educational visits in line with the Outdoor Education, PE and Sport Service guidance. 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.

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. (See individual Pupil Care Plans)

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
- Whenever the first aider is unsure of the correct treatment
- In line with individual pupil care plans

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 bump) injury
- requires first aid treatment
- requires attendance at hospital
- is a child with significant medical needs / individual pupil care plan

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 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 first aider / a 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.

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 (eg. bump on head etc)
- Treatment provided and action taken

Review Date: June 2020