

# Salmestone Primary School

## First Aid Policy



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| Date Policy Issued/Last Reviewed:                                      | <b>February 2023</b> |
| Review Due:  | <b>February 2024</b> |
| <b>Name of Responsible Manager</b><br>Headteacher: <b>Mr T Platten</b> |                      |

## **Policy Statement**

Salmestone Primary School (SPS) 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 SPS is held by the Headteacher.

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:

- 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 our First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with our First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

## **First Aid Training**

The Attendance Officer will ensure that appropriate numbers of qualified First Aiders, appointed persons and paediatric trained staff are nominated, that they are adequately trained to meet their statutory duties and undertake refresher training when necessary.

## **Qualified First Aid Staff**

At SPS there are qualified First Aiders across the academy, the office hold the list of First Aiders. 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. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

## **Early Years First Aid Trained Staff**

At SPS there are a number of Paediatric First Aid trained staff in place to meet the Early Years Foundation Stage (EYFS) statutory obligations. (See Annexe 2)

## **First Aid Provision**

- First aid equipment is stored in:
  - The school care suite
- All clearly indicated with a First Aid symbol. Small 'travel' First Aid kits are allocated to First Aiders for use throughout the school day, including break and during lunchtime periods. There are also First Aid grab bags in every classroom.
- First Aiders are responsible for checking their kits regularly and requesting stocks to be replenished. The class based HLTA is responsible for checking and replenishing all other First Aid

supplies. All First Aiders must take First Aid grab bags, PEEPs and individual pupils' medical provisions (class medicines box/bag) with them on any evacuation of the buildings (in the event of a fire, emergency, serious occurrence or fire drill).

- **First Aid Travel kits and individual pupils' medical provisions must accompany groups of children on all educational school trips.**
- Inhalers must be clearly named; they are kept in a Medicines box in the classroom. They should be taken to the swimming pool and outside if lessons are taking place elsewhere on the site. They must always be taken on school trips.
- Disposable (latex free) gloves are available in each class and teaching base and should be used whenever dealing with bodily fluids.
- Children should not be asked to care for an injured peer where there is a likelihood of contact with bodily fluids.

### **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. A member of the Leadership team must be informed in the event of all serious accidents/injuries.

Do not move the patient if there is any concern that there may be a serious injury. Only move the patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards, keep the casualty warm and remain on the scene until assistance arrives.

### **Contacting Emergency Services (see Annex 1)**

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 person becoming unconscious
- 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 attendance at a hospital

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 cannot 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 cannot 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.

In the event of a head injury (bump on head) a standard letter with advice will be sent home with the child.

## **Records**

All accidents to pupils requiring first aid treatment are to be recorded in the Pupil Accident Books with the following information:

- Name and age of injured person
- Name of the qualified First Aider/staff member
- Date of the accident
- Type of accident (eg. bump on head etc)
- Location of accident
- Treatment provided and action taken

All accidents to staff and visitors requiring First aid treatment, and any accident to a pupil requiring further attention, are to be recorded in the Accident Book and reported to HSE, if appropriate, under RIDDOR.

The Accident Books and Pupil Accident Books will be reviewed annually as part of the academy Health & Safety inspection and retained for three years.

**Related policies:** Drugs, Educational visits, Health and Safety, Supporting Pupils with Medical Conditions, Medicine- Administration to children

## **ANNEX 1: CONTACTING EMERGENCY SERVICES**

### **Request for an Ambulance**

**Dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number
2. Give your location as follows:
3. State that the postcode is
4. Give exact location in the school/setting (insert brief description)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the location
8. Check details of any medication/copy of Medical Health Care Plan is provided to the ambulance crew

**Speak clearly and slowly and be ready to repeat information if asked**

## ANNEX 2: First Aider List

| <b>Teaching Assistants</b> | <b>Note</b>                     |
|----------------------------|---------------------------------|
| Entwistle Keena (3 days)   | First Aid at Work               |
| Saunders Sarah             | Emergency First Aid Certificate |
| Thain Jenny (3 days)       | First Aid at Work               |
| Galbraith Gaynor           | Paediatric First Aid            |
| East Ann                   | Emergency First Aid Certificate |
| Grant Heidi                | Paediatric First Aid            |
| Gleeson Jodie              | Paediatric First Aid            |
| Abigayle Padfield          | Paediatric First Aid            |
| Roxanne Chesher-Brazier    | Paediatric First Aid            |
| Ashleigh Johncock          | Paediatric First Aid            |
| Claudia Anderson           | Paediatric First Aid            |
|                            |                                 |
| <b>MDS</b>                 | <b>Note</b>                     |
| Smith James                | Emergency First Aid Certificate |
| Smith Pearl                | Paediatric First Aid            |
| Tappenden Christina        | Paediatric First Aid            |
| Lebague Lisa               | Emergency First Aid Certificate |
| Pottle Kerry               | Emergency First Aid Certificate |