


**FIRST AID POLICY**

**South Baddesley CE Primary School**

<b>Name of Unit/Premises/Centre/School</b>	South Baddesley C of E Primary School
<b>Date of Policy Issue</b>	May 2020
<b>Date of Policy Review</b>	January 2023
<b>Name of Responsible Manager/Headteacher</b>	Anne Moir
<b>Signature of Responsible Manager/Headteacher</b>	
<b>Name of Appointed Person</b>	Stacey Holder Geraldine Hills
<b>Signature of Appointed Person</b>	

**Introduction**

**Policy Statement**

South Baddesley Primary school (SBS) 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 SBS is held by Sarah Michaela Fordham who is the Appointed Person overall responsibility is held by Anne Moir who is the Responsible Manager/Head Teacher.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and cooperate with the requirements of this policy.

**Aims & Objectives**

Our first aid policy requirements will be achieved by:

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 (CSAF-002) 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 Head Teacher 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 the completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### **Appointed Persons**

At SBS there are 1 appointed persons who are as follows:

- Stacey Holder
- Geraldine Hills

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.

**Emergency First Aiders** (*Those completing the HSE approved 1-day emergency first aid course*)

At SBS there are 5 emergency first aiders who are as follows:

- Fanny Rogers
- Geraldine Hills
- Stacey Holder
- Sally Mitchell
- Sarah Osborne
- Clare Whisker
- Madeline Toomer

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.

### **Paediatric First Aid Trained Staff**

## CHILDREN'S SERVICES HEALTH & SAFETY

At SBS there are 5 paediatric first aid trained staff who are as follows:

- Tracy Lowe
- Jack Langston
- Helen Crisp
- Rob Hammond
- Michaela Fordham

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:

- 3 first aid kits on the premises

These first aid kits will be situated in the Admin Office, Hall toilet & EDC toilet.

In addition there are 'ouch pouches' for use by staff and the SBS Young First Aiders. Ouch Pouches are located in EDC, the hall and the Log Cabin.

- 2 first aid kits in vehicles

These first aid kits will be located 1 in each of the school minibuses

- 5 travel first aid kits

These travel first aid kits will be located in the Log Cabin. If a further kit is required for a school trip, please take one from a minibus that is not being used and return it immediately after the trip.

It is the responsibility of the appointed persons to check the contents of all first aid kits every term and after each trip for travel kits 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 on the shelf outside the accessible toilet in the main building.

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

### 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 in line 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.

Exceptional Circumstances - appendix one

#### Minor bumps and scrapes

The injured child is initially assessed by a first aider or appointed person, if in **their opinion** a suitably trained pupil (as per list) is able to clean and dress the minor graze then the injured child is taken into the library area for treatment. Following this **a first aider must record** and check the treatment given.

## CHILDREN'S SERVICES HEALTH & SAFETY

The first aider/appointed person is to always arrange for 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 a strong likelihood of a fracture and no alternative transport is available
- Whenever the first aid cover (defer to appointed person in first instance) is unsure of the severity of the injuries
- Whenever the first aid cover after consulting with the appointed person is unsure of the correct treatment or if the appointed person is unavailable
- Medical emergencies based on a pupils medical plan.

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 hospital
- all head injuries (via a note home if minor)

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents or next of kin not be contactable. (head bump note in case of head injury)

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. In the interim, we will ensure that a member of staff observes the child, if considered necessary, 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 in the ambulance, which we will call if we cannot reach a parent/next of kin, this member of staff will remain with them until the parents can be contacted and arrive at the hospital.

### **Disposal of First Aid Waste**

Once treatment has been completed any items used such as gloves, wipes or cloths (this is not a complete list) need to be disposed of appropriately in the clinical waste bin which is located in the accessible toilet in the main building.

### **Out of hour and Trips**

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.

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

## CHILDREN'S SERVICES HEALTH & SAFETY

hirer. This is managed by the school office 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 appropriate trip Risk Assessment. 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/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

### CHILDREN'S SERVICES HEALTH & SAFETY TEAM

**For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:**

**<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>**

### Appendix 1

There may be times when we are unable to directly treat a child for their injuries, these would only be during exceptional circumstances such as pandemics or situations requiring a social distance. In situations like these we will do the following:

- We will encourage children to treat their own first aid under the supervision of an adult who is 2m from child.
- We will ask sibling of younger children to help administer first aid if appropriate
- The role of Young First Aiders is suspended until we feel it is safe to resume.

When first aiders are required to treat children they will need to:

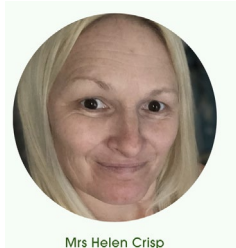
- Wear protective clothing, including a face mask and apron
- Treat children outside where possible and where not possible in a well-ventilated area that can be easily cleaned afterwards this can be outside the Log Cabin and if raining inside the Log Cabin with both doors open for ventilation.
- After treating the child, the area must be cleaned fully with cleaning fluids and a new cloth to be discarded after use following the correct guidelines for disposing of waste as set out in the first aid policy.

## CHILDREN'S SERVICES HEALTH & SAFETY

- Wash hands and if necessary change clothing (this may mean they need to go home to change or having spare clothing in school)



Mr Rob Hammond



Mrs Helen Crisp



Miss Michaela Fordham



Miss Tracy Lowe



Mrs Sally Mitchell



Mrs Clare Whisker



Mrs Madeline Toomer



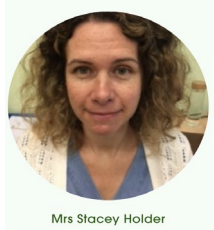
Mrs Fanny Rogers



Mrs Sarah Osborne



Mr Jack Langston



Mrs Stacey Holder



Mrs Geraldine Hills

Approved by Governors:  
Review due:

May 2020  
January 2023

## South Baddesley CE Primary School - Trained First Aiders

Please see following page for First Aid Duty Rota.

**CHILDREN'S SERVICES HEALTH & SAFETY**

**First Aiders Duty Rota**

<b>Monday</b>	Helen Crisp Micheala Fordham Tracy Lowe Sally Mitchell Clare Whisker Madeline Toomer Sarah Osborne Geraldine Hills Stacey Holder Jack Langston
<b>Tuesday</b>	Helen Crisp Micheala Fordham Tracy Lowe Sally Mitchell Clare Whisker Madeline Toomer Sarah Osborne Geraldine Hills Stacey Holder Jack Langston
<b>Wednesday</b>	Helen Crisp Rob Hammond Tracy Lowe Sally Mitchell Clare Whisker Madeline Toomer Sarah Osborne Geraldine Hills Jack Langston
<b>Thursday</b>	Helen Crisp Micheala Fordham Tracy Lowe Sally Mitchell Clare Whisker Madeline Toomer Sarah Osborne Geraldine Hills Stacey Holder Rob Hammond
<b>Friday</b>	Helen Crisp

**CHILDREN'S SERVICES HEALTH & SAFETY**

	Micheala Fordham Tracy Lowe Sally Mitchell Clare Whisker Madeline Toomer Sarah Osborne Stacey Holder Jack Langston
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