



Tower Hill Primary School First Aid Policy

Date: Autumn 2018

Author: Linda Tansley, Headteacher

Interim Review: Autumn 2019

Review Date: Autumn 2020

Introduction

Policy Statement

Tower Hill 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 Tower Hill Primary School is held by *Linda Tansley who is the responsible manager*.

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 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 (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 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 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 Tower Hill Primary School there are **TWO** appointed persons who are as follows:

- **Jane Fitzpatrick (Snr.Admin Officer); Catherine Traer (Y6 LSA)**

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. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Schools First Aiders *(Those completing the HSE approved 1-day School's First Aid course)*

We also elect to have **TWENTY FIVE** emergency first aiders who are as follows:

- **Christine Cartlidge, Lynda Hobbs, Ruth Nelson, Samantha Smith, Joanne Denton, Jaci Mitchell, Sally Lory, Katrina Pearse, Mary Hunter, Emma Rowden, Lee Bavastock, Rachel Maw, Anne-Marie Durkin, Samantha Farrell, Sarah Hopkinson, Michelle O'Shea, Nichola Gordon, John Kennedy, Amy Martin, Rupali Goel, Suzanne Amero, Shrilatha Survana, Gail Meaney, Jessamin Jabbi, Abby Amero**

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

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

We have **FOUR** qualified first aiders who are as follows:

- **Catherine Traer (Y6 LSA), Samantha Smith (Y6 LSA), Jane Fitzpatrick (Snr.AO), Sally Lory (Y5 LSA)**

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. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

There are **SIX** paediatric first aid trained staff who are as follows:

- **Sara Armsworth, (EY LSA), Catherine Maidment (EY LSA), Lorraine Fuller (Y1 LSA), Emma Rowden (Y1 LSA), Melanie Belcher (Y4 LSA), Catherine Traer (Y6 LSA)**

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:

- Main first aid kits on the premises to be kept in the medical area of the school office, the ATC suite, Early Years classrooms and the New Tower Staff Room.
- Other kits are provided for lunchtime supervisors on playground duty.
- Travel first aid kits accompany every school visit on a ratio of one per vehicle in use.

It is the responsibility of the Health & Safety Representative to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Medical Information File in the Medical Area of the school office. **The school Health & Safety Representative is:**

➤ **Catherine Traer (Y6 LSA)**

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

An area of the school office is designated as the first aid room for treatment, sickness and the administering of first aid with a 'holding area' immediately outside the school office if need is assessed as being removed from the playground or classroom situation. The medical area has the following facilities:

- running water, fully stocked first aid kit, telephone, medical file & guidance, COSHH safety data guidance.

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 always to 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
- Where a health care plan has identified these circumstances as appropriate for an ambulance to be called

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:

- **in any way involves a bump to the head. Initial contact to inform will be by text, with a written record slip then sent home with the child**
- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- where a health care plan has identified these circumstances as appropriate for the parent to be called.

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 *at least every 15 minutes*. In the

interim, we will ensure that the qualified first aider or an 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 (*always two staff members*) 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 (Parents' Evenings, school fayres, sporting activities, performances etc) 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.

The first-aid arrangements for school organised trips/visits are included in the Risk Assessments for each individual trip and are reviewed by the Headteacher as the Responsible Person. They are reviewed for each trip/visit to ensure that the level of first-aid provision is adequate for each specific trip/visit, and that sufficient cover is retained at the school to cover those who remain 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 first aider/school first aider/paediatric first aider/appointed person involved in administering First Aid – if necessary, dependent on degree of injury
 - Date & time of the accident/incident
 - Nature of injury
 - Type of accident (eg. bump on head; trip over stage area etc)
 - Treatment provided and action taken
 - Any witness to the accident
- ❖ *More serious injuries to both pupils and staff or visitors must be recorded using the Children's Services Health & Safety Team (CSH&ST) on-line recording system to enable a decision to be taken regarding reporting injuries to the Health & Safety Executive (HSE) which would be undertaken by CSH&ST.*

Minor scrapes and bumps should continue to be recorded in the large, salmon-coloured Recording Book (for non-breaktime accidents) or the small, RED Lunchtime Accident Books held in the school office.

Name of Responsible Person : Linda Tansley
Date : 1st August 2018
Review : Annually

Signature :