



Mayhill Junior School

MAYHILL JUNIOR SCHOOL

FIRST AID POLICY

Statement

Mayhill Junior 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 Mayhill Junior School is held by the Headteacher 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 annually 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 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 Mayhill Junior School the office staff and the support staff have Emergency First Aid Certificates and therefore each of these members of staff is considered an Appointed Person

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.

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

At Mayhill Junior School there are emergency first aiders; an updated list of whom is held in the school office. These are also the school's Appointed Persons.

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).

School First Aid Trained Staff

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 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

First Aid Provision

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

- 5 first aid kits on the premises
- These first aid kits will be situated in the Medical Room/School office/Hall

It is the responsibility of the Appointed Persons in the school office to check the contents of all first aid kits as part of the monthly premises inspection and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health & Safety folder in the school office. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running water, first aid kit , chair, accessibility to a telephone via the school office.

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 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 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
- is an injury to the head or the eye
- requires attendance at 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 of a minor bump to the head or eye, and the child is assessed as being well enough to remain in school, our procedure for notifying parents is to text a message out, informing them of the incident and that unless they wish to assess their child themselves, they will remain in school. This text is in addition to the 'bumped head' note the child receives from the person administering first aid.

In the event that parents cannot be contacted by phone 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.

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/first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Reviewed: March 2022

Due for review: March 2024