

First Aid Policy

Oakley CE Junior School



Policy Statement

Oakley Church of England 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 Oakley Church of England Junior School is held by the Headteacher.

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
- 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

Qualified First Aid Staff

At Oakley Church of England Junior School it is the policy for ALL STAFF to receive emergency first aid training every three years.

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).

Only staff who are employed at the school and have received training will administer first aid.

Appointed Persons

At Oakley Church of England Junior School the appointed persons are:

Name: Donna Greenwood / Natalie Bettsworth / Tracey Wood

The duty of the Appointed Person is to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of any other qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (eg. first aid kit inspections).

The appointed person is someone who has attended a 1-day HSE approved course.

First Aid Provision

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

- 2 first aid kits on the premises
- 3 travel first aid kits available for trips away from school
- 1 first aid kit is available on the school mini-bus

The first aid kits are replenished every term by the appointed person.

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:

- seating, running water, first aid kits, telephone

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 will 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
- Allergic reaction of a child/adult with an adrenaline auto injector pen

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
- requested by the parent e.g. involving a child with a known condition

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 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 can not 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.

Special arrangements will be made and agreed with parents for children who have short term, specific requirements so they are able to attend school safely.

Trips and out of hours activities

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.

At least two first Aid kits are taken

The first-aid arrangements for school organised trips/visit are reviewed for each trip/visit and the level of first-aid provision are 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.

Administration Of Medicines

Please see the 'Supporting Children with Medical Needs Policy'.

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

Reporting to the Health and Safety Team

Incidents listed below should be reported within 48 hours using the online portal tool

<http://www3.hants.gov.uk/hampshirecountycouncil/healthandsafety/healthsafetyreport.htm#step-0>

- **Accident** – something that has resulted in an injury to someone, including employees, contractors, agency workers, visitors, members of the public, etc.
- **Road traffic incident** – a road traffic accident/ incident that has resulted in an injury to someone, including employees, contractors, agency workers, visitors, members of the public, etc.
- **Near miss** – something which did not cause harm, but could have done had anyone been near enough at the time to be injured. An example might be a light fitting falling from the ceiling onto the floor and not hitting anyone, but which would have caused injury had it done so.