



## First Aid Policy

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### Policy Statement

Purbrook 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 other who may also be affected by our activities.

Responsibility for first aid at Purbrook Junior School is held by the Headteacher, Mr C Williams, who is the responsible manager. All first aid provision is arranged and managed in accordance with the Hampshire County Council First Aid Guidance for Schools dated September 2021.

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' Services First Aid Needs Assessment Form 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.

The responsible manager will ensure that appropriate numbers of qualified first aiders, emergency aid in school, 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.

### Qualified First Aiders (First Aid at Work 3 day qualification)

The responsible manager will ensure that the school has adequate numbers of qualified first aiders to fulfil our statutory requirements.

At Purbrook Junior School there are 2 First Aid at Work qualified members of staff who are:

- Mrs A Baker – Administrative Assistant;
- Miss S Pearcey – Senior Administrative Assistant;

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill 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).

### Paediatric First Aid Trained Staff

The responsible manager will ensure that the school has adequate numbers of qualified Paediatric First Aiders to fulfil our statutory requirements.

At Purbrook Junior School there are 2 Paediatric First Aid Trained Staff who are as follows:

- Mrs A Baker – Administrative Assistant;
- Mrs L Colwell – Breakfast Club Assistant and After School Club Assistant.

These members of 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. Purbrook Junior School has members of Purbrook Infant School children attend Breakfast Club. Purbrook Junior School considers this training enhances these persons role to provide first aid to all children.

### Emergency Aid in School Trained Staff

At Purbrook Junior School there are numerous Emergency Aid in School trained staff who are as follows:

- Learning Support Assistants;
- Lunchtime Supervisors;
- Breakfast Club and After School Club Assistants.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. The Emergency Aid in schools first aider will be able to take charge in the event of illness or accident, deal with medical emergencies and manage the incident until a fully qualified first aider can take over. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided on 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:

- 1 large first aid kit situated in the medical room;
- 3 small portable first aid kits situated in the medical room;
- A minimum of 4 further kits are prepared and situated in the medical room for off site visits.

It is the responsibility of Mrs Baker to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the 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.

A bed is available in the disabled toilet.

### 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 and/or parents 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;
- it requires first aid treatment;
- it requires attendance at hospital;
- parents have requested to be notified of any injury to their child, however minor.

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.

For any incident/accident involving a looked after child, additional measures are taken:

- Carers notified of any injury to the child, however minor (accident slip sent home with child and carer sent text message via ParentMail)
- Incident/accident recorded on CPOMS

### **Out of Hours and Trips**

The first-aid arrangements for all school managed and organised 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 is no legal requirement for the school to provide first aid facilities for the hirer. The lettings/hire agreements clearly state that it is the hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of first aid kit, particularly in the case of sports hiring. The use of school resources is not available.

The first-aid arrangements for school organised trips/visits are included in the 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 (e.g. bump on head etc);
- Treatment provided and action taken.