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First Aid Policy

Introduction	

Policy Statement

Froxfield Primary 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 Froxfield Primary is held by the Headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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

In addition, the school recognises updated HSE guidance and DfE expectations relating to first aid, emergency response, mental health considerations and record keeping.

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, and this review is timetabled for September each year alongside this policy.
    - The Children's 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.
- Ensuring that the First Aid Needs Assessment now considers mental health needs and well-being risks, in line with current HSE recommendations.
- Ensuring all staff know the identity and location of first aiders, appointed persons and first aid equipment, including this information being displayed prominently in staff areas.

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.

All first aid certificates (FAW, EFAW and Paediatric First Aid) will be monitored to ensure requalification before the expiry date (normally every 3 years). The school will follow HSE-recommended best practice by

encouraging annual refresher training for all first aiders.

A central training matrix will be maintained to monitor expiry dates and schedule retraining.

Appointed Persons

There are two appointed persons who are as follows:

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- School Business Manager: Melody Fry
- Admin Assistant: Kate Masters

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 necessarily 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.

Appointed Persons will also receive induction in emergency procedures, AED location and use, and communication protocols.

Emergency First Aid Trained Staff

There are eight Schools' Emergency First Aid trained staff. This optional bespoke training for school staff facilitates the school in meeting its own duty of care towards its pupils and staff.

The school will ensure this training aligns with DfE-recognised standards and that refresher sessions are provided where appropriate.

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

There is one emergency first aider who is as follows:

- Jane Dunster

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.

Emergency first aiders will also be trained in the management of life-threatening bleeding, the use of haemostatic dressings where appropriate, and AED operation.

Paediatric First Aid Trained Staff

There are five paediatric first aid trained staff who are as follows:

- Anita Haines
- Kate Masters
- Corrine Dunmore

- Charlotte Turrell
- Samantha Pearse

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.

The school will ensure ongoing compliance with EYFS requirements for at least one Paediatric First Aider to be available at all times when early years pupils are present.

First Aid Provision	

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

- Six first aid kits on the premises
    - These first aid kits will be situated in the Office, in each classroom and in the library

- Three travel first aid kits
    - These travel first aid kits will be located in the Day Trip Rucksack, the Lunchtime Pack and the Emergency Evacuation Pack
    - Please note that the Bedales and Churchers minibuses have travel first aid kits on board

It is the responsibility of the appointed persons to check the contents of all first aid kits termly and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Health and Safety File.

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

The School Office 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:

- first aid kit, telephone, sofa, cold compress, stickers and records

First aid kits will be stocked in line with BS 8599-1 recommended contents for workplace kits, and the school will additionally maintain supplies suitable for managing life threatening bleeding (e.g. haemostatic dressings and a tourniquet) based on the needs assessment.

AED location: The school's Automated External Defibrillator (AED) is located in the school office cupboard. All staff are encouraged to familiarise themselves with its location and instructions for use.

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

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- 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
- Whenever there is life-threatening bleeding requiring urgent specialist assistance

Staff should also immediately use the Automated External Defibrillator and commence CPR when a casualty is unresponsive and not breathing normally.

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 first aid treatment
- 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 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.

All parents will also be informed if a child receives treatment involving an EpiPen or other emergency medication, and relevant medical plans will be updated.

Minor Care	

All incidents that occur which do not require emergency treatment or first aid are deemed to be 'minor care' (see recording below).

Communication:

- In the event of an incident or accident classed as needing 'minor care' staff will inform parents where this may minimise distress and confusion in the case of a young child becoming upset when recounting any injury later. In these cases, class teachers will see parents at the gate or ring as above.
- In the event of a bumped head incident, this will be recorded on a slip home to parents and children will have a sticker on their sweatshirt so that staff and parents know to look out for delayed signs following the incident.
- Any incidents at lunch time which lunch time staff think class teachers need to be aware of will be passed to them at the end of the lunch time session.

Minor care incidents should still be logged in the accident book to support pattern identification and inform future first aid needs assessments.

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Out of hours and trips	

The first aid arrangements for all school managed and organised after-school activities (parents' evenings, sports activities, etc) are considered in this policy. On occasions where there may be need for additional provision, the school will carry out a needs assessment for that activity.

The first aid arrangements for school-organised trips are included in the Off-site Activities and Educational Visits Risk Assessment. These are completed 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 remaining at school.

For higher-risk activities (e.g. forest school, sporting fixtures), the school will ensure additional first aid coverage as identified in the activity-specific risk assessment.

Records	

All accidents requiring **first aid** treatment are to be recorded with (at least) the following information using the accident books held in the Office, the classrooms and the Lunchtime Pack**.**

- 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

All accidents needing **minor care** are also to be recorded using an accident book.

All recording is in line with HSE Recording and reporting procedures.

Accident records will be retained for a minimum of 3 years for staff and visitors, and until the child's 25th birthday for pupil records, in line with DfE requirements.

RIDDOR reportable incidents will be notified to the HSE in accordance with statutory time frames.

Staff Medication	

Staff are responsible for the safe management and administration of their own medication whilst on school premises or during off-site activities. Any medication brought into school must be stored securely and out of the reach of pupils. Staff should not leave medication unattended in classrooms, offices, bags, or other areas accessible to children. Where a member of staff requires medication for a medical condition that may need to be administered during the school day, they should inform the Headteacher where appropriate, particularly if the condition could affect their ability to carry out their duties safely or if emergency assistance may be required. The school will make reasonable arrangements to support staff with medical needs while maintaining confidentiality and ensuring the safety and welfare of all pupils and staff.

Controlled medication prescribed to a member of staff must be kept in the lockable cabinet in the staff room.

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This policy will be reviewed following any serious incident, significant accident trend, change in staff first aid qualifications, or any change in statutory guidance.

Review Cycle:-	Annually	Date of Next Review:-	September 2027
Approver:- Chair of Resources Committee	Signed:- Date:-	Approver:- Head Teacher	Signed:- Date:-