



## First Aid Policy

Name of School	Petersgate Infant School
Date of review	January 2024
Date of next review	January 2025
Reviewed by	Wendy Mitchell Headteacher

### School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

### Aims

1. Ensuring everyone stays healthy and safe.
2. Ensuring everyone feels valued and has a sense of belonging.
3. Providing a high quality learning environment.
4. Helping everyone enjoy learning and achieving their best.
5. Nurturing and developing the whole child.
6. Ensuring everyone makes a positive contribution to the school and wider community.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

## **Policy Statement**

Petersgate Infants 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 Petersgate Infant school is held by the Headteacher who is the responsible manager and this is arranged and managed in accordance with HCC Children's Services First Aid Guidance for Schools. 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. This policy is to be used in conjunction with the schools Supporting Children with Medical Needs policy.

## **Aims & Objectives**

Our First Aid policy requirements will be achieved by carrying out an annual First Aid Needs Assessment to determine the first aid provision requirements for our premises and this will be reviewed periodically or following any significant changes that may affect first aid provision using The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site.

We will ensure 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. This includes emergency first aiders, qualified first aiders and paediatric first aiders
- there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- 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.

## **First Aid Trained Staff at Petersgate Infant School**

We have a variety of trained staff who can administer First Aid who include members of the office team, teachers and support staff. They are responsible for administering first aid, in accordance with their training and may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections). A list of these members of staff and their qualification can be found on the School's electronic files.

At Petersgate Infant School there are 25 school first aid trained staff who are as follows:

- See list in office

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 adults. 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

### **Qualified First Aiders**

*(Those completing the HSE approved 3-day first aid course)*

There are 2 qualified first aiders at Petersgate Infant School.

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 (e.g. first aid kit inspections).

### **Paediatric First Aid Trained Staff**

*These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to children aged 5 years old or younger. These staff are also qualified to administer first aid to all our children at Petersgate Infant School.*

There are 3 paediatric first aid trained staff at Petersgate Infant School.

### **Schools First Aid training trained staff**

We have a number of staff throughout the school who are trained to administer First Aid to children and who have undertaken the 1 day certified training course.

### **Other First Aid Trained Staff**

We have a designated staff member who is the trained member of staff in the Management and Administration of Medicines in Schools. We have a designated staff member who is the trained member of staff in Supporting Pupils with Medical Conditions and is responsible for the reviewing and completing Individual Healthcare Plans for specific children. Please see separate policy for Supporting Children with Medical Conditions.

### **First Aid Provision**

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

- 13 first aid kits on the premises

These first aid kits will be situated at

- 8 Class Bases
- 1 Curriculum Kitchen
- 1 in the minibus
- 1 Head teacher's Emergency evacuation trolley
- 1 Sea Urchins School Club

- 1 Office based

*\*These are not checked by qualified first aiders – responsibility of class LSA's*

First Aid kits are also available to be taken on trips. These include a main travel First Aid kit, which is taken on every trip, and 6 alternative first aid bags, which also are taken on trips, for different coaches for example.

- 6 travel first aid kits are available for adults to take
  - These travel first aid kits will be located in accessible toilet and maintained by the qualified first aiders.
- 3 basic first aid kits
  - Each wing has a lunchtime trolley, which contains basic first aid equipment and forms for recording.
- 1 Defibrillator
  - In the main school office.
- Inhalers and Epi pens
  - Will be stored in the child's classroom out of reach of children.
  - Will be taken out when learning outside and special events such as Sports Day.
  - Will be taken on all school trips.
  - Lunchtime supervisors will take inhalers and epi-pens out at lunchtimes in the lunchtime trolley, if they are on the main playground or the field.
  - The *emergency inhalers* are in the first aid trolleys and are taken out each lunchtime.
  - Walkie-talkies or mobile phones are to be taken with adults when they are teaching outside.
  - Where possible two adults will be outside with the class.
- First aid supplies
  - Will be stored in the First Aid Room.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits, emergency inhaler kit, every quarter and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety folder in the Admin Office. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Accessible Toilet 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 and bed.
- A telephone is in the main 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 a fit
- In the event of a child suffering an anaphylactic reaction
- Onset of labour
- Ingestion of unknown substance

## **Contacting parents**

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
- a bump to the head

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.

## **Minor injuries, bumps or grazes**

Incidents, where children with a minor injury who only require a plaster to be administered, will be logged in a Bumps and Grazes book, each year group will have a Bumps and Grazes

book to record **minor** injuries/bumps/grazes. This is completed by the member of staff within the team. This can be verbally shared with parents at the end of the day.

Comprehensive accident forms will only be completed for incidents where considerable first aid has been administered, head bumps with a visible trauma or for an injury that cannot be treated with just a plaster.

### **Bumps to the head/Visible traumas to the head**

During the school day, **all visible traumas to the head** will automatically come through to the school office, including at lunchtime, and not dealt with at the Lunchtime First Aid points.

Children with visible traumas to the head will immediately receive an ice pack and a first aider will assess the child. The school will then call the parent to inform them of the incident. If no one is able to answer the call, a message will be left and the school office will send an in-app Arbor message which will say: *Please call the Petersgate Infant School office. Your child has received a bump to his/her head.*

There is a one centralised accident book for bumps to the head/visible traumas to the head and this is located in the main school office. The accident form will be completed and a copy sent home. The child will also be given a bumped head wristband to wear, which will also alert other members of staff and the parent.

If there is no visible trauma, no physical bump and the first aider has completed all checks on the child e.g. to check for concussion, the incident will be logged in the Bumps and Grazes book for their year group.

### **Administration of Asthma Medication (Inhalers)**

When an inhaler is administered, a note will be sent home or a phone call will be made if the inhaler is administered in a quick succession. Inhalers will be stored in sealed bags in the child's classroom out of reach. The school emergency inhaler will be in the first aid trolley to be used at playtime and lunchtimes when necessary. If the emergency/child's own inhaler is administered during the day then a white note will be sent home to parents with the child. In an emergency the parent's will be telephoned.

### **Out of Hours and Off Site Visits**

The first-aid arrangements for all school managed and organised after school activities (school fayres 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 need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Admin Office who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the offsite risk assessments. 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.

For events organised by the PTA (PoPS - Pals of Petersgate School), a qualified First Aider volunteer will be in place and all first aid kits kept on site will be stocked by the PTA members.

### **Records**

All accidents requiring significant first aid treatment or visible traumas to the head are to be recorded with (at least) the following information using the official Petersgate Infant School First Aid Forms:

- Name of injured person
- Name of the qualified/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

NB: These forms will be photocopied and placed in the book bags to be sent home. The teacher will be made aware that they must go home. Significant first aid treatment and/or visible traumas to the head will have an accompanying phone call home to ensure parents/carers are informed. This call is made by a member of the year team or office team.

All bumps and grazes will be recorded in the Bumps and Grazes book. The information recorded will include:

- Child's name and class
- Type of injury – this will include if this was accidental/on purpose/child on child
- Location of incident
- Date of incident
- Treatment required

Accident/first aid incidents are reported to and monitored by Governors on a half-termly basis.

### **Emergency/Health Arrangements for Staff**

It is the individual staff members responsibility to inform a senior member of staff that they have a medical condition, which may or may not require emergency arrangements to be put in place.

It is recommended that all staff notify the Headteacher of any medical condition so that we can risk assess accordingly and that appropriate support is put in place for that member of staff.

Should emergency arrangements need to be put in place for individual staff members, the procedure that will be followed will be stated in the most recent risk assessment for that member of staff.

Once a risk assessment is completed and emergency procedures/plans are documented, the following members of staff will be sent a copy of the risk assessment so they are aware of the procedures to follow:

- All members of the leadership/management team
- The designated trained member of the Management & Administration of Medicines in Schools
- The members of staff who are the Qualified First Aiders (those who have completed the HSE First Aid At Work 3-day course)
- Any other staff member named in the risk assessment that minimises the risk associated with health condition

All health conditions will remain private and confidential to the individual. Staff members that are privy to private and confidential health information must ensure the information remains private and confidential and that they abide by Section 7 - Confidentiality and Disclosure of Information in the staff Code of Conduct.