



## Cornerstone Church of England (VA) Primary School



*Building our Community  
with Love, Forgiveness and Hope*

### FIRST AID POLICY

<b>Reviewed by</b>	Resources & Personnel Committee	<b>Authorised by</b>	Resources & Personnel Committee
<b>Last Review</b>	Spring 2020	<b>Date</b>	14/1/2020
<b>Next Review</b>	Spring 2021	<b>Review Cycle</b>	Annually

#### Policy Statement

Cornerstone CE Aided Primary 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 Cornerstone Primary is held by the responsible manager (see appendix A).

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.
  - The RW Safety Solutions 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.

## 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 Cornerstone CE Primary School, there are three appointed persons (see appendix)

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 Aid at Work *(Those completing the HSE approved 1-day emergency first aid course)*

At Cornerstone CE Primary School 5 members of staff have attended this training course (see appendix A)

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 (e.g. first aid kit inspections).

## Advanced Paediatric First Aid

At Cornerstone CE Primary School, 6 members of staff have attended the Advanced Paediatric first aid training (see appendix)

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.

## 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 are situated in the school office, school hall (MDSA cupboard), Caretaker's cupboard, library, 7 classrooms and emergency 'grab bag'.
- 1 travel first aid kit for trips or vehicles
  - This is located in the school office cupboard.

It is the responsibility of the Office staff to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the school office in the Health & 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 has a sofa, a chair, fridge, first aid materials and pupil medication. A clinical waste bin 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 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 telephone the parent/101/for an ambulance as appropriate to the situation.

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:

- requires first aid treatment (text home)
- is considered to be a serious (or more than minor) injury (by telephone)
- requires attendance at hospital (by telephone)

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. A text message may also be used.

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 to collect the child (if required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to them going to hospital, a 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.

### **Bumped Heads**

If a child suffers a bump to their head it is our policy to always notify parents if it:

- requires first aid treatment (text home)
- is considered to be a serious (or more than minor) injury (by telephone)
- requires attendance at hospital (by telephone)

If the injury happens during lunchtime we will also ensure that a member of staff, who is working in the child's class during the afternoon, is made aware. They must send the child to the office if they are concerned about them during the afternoon.

It is the responsibility of the office team to ensure class staff are made aware of any head bumps they deal with.

## **Records**

All accidents requiring first aid treatment are to be recorded on the 'Accident Log' in Shared Resources/Admin/Medical Forms/Accident Log 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, grazed knee)
- Treatment provided and action taken

A text will be sent home to advise parents of all minor injuries.

A phone call home will be made to advise parents of any more serious injuries.

Accidents involving staff, visitors or volunteers, will be recorded in the Accident Book, which is kept in the Health & Safety file in the school office.

Accidents will be reviewed by the Headteacher and the Senior Admin officer in their termly Health & Safety meetings.

## **Appendix A**

### **Responsible Manager**

Dawn Gadd

### **Appointed Persons**

Dawn Gadd

Tim Clarke

Fran Pretty

### **Emergency First Aid at Work**

Dawn Gadd

Nikki Fox

Helen Adair

Liz Higginson

Jeannette Hunter

Paula Mills Pinner

### **Advanced Paediatric First Aid**

Helen Storey

Abi McGough

Laura Platt

Jeannette Hunter

Ellen Flowers

Fiona Hull