

Berrywood Primary School

First Aid Policy

Name of Unit/Premises/Centre/School	Berrywood Primary School
Date of Policy Issue/Review	November 2024
Name of Responsible Manager/Headteacher	Chris Reilly
Signature of Responsible Manager/Headteacher	

Policy Statement

Berrywood 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 Berrywood primary school is held by the Headteacher who is the responsible manager.

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 Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- 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

First Aid Training	
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The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric 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 Aid Staff

At Berrywood Primary School there are 33 qualified first aiders who are listed in appendix A. The first aiders trained work in a variety of roles to ensure that provision is in place across the school, at all times of the day and there is sufficient provision to cover staff absence. The roles include LSAs, admin staff, MDSAs, Teachers, and extended schools staff.

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.

Appointed Persons

At Berrywood Primary School there are three appointed persons who are as follows:

- Julie Woolley – School Business Manager
- Jo-anne Bates – Administration Assistant
- Alison Morant - Receptionist

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

Advanced First Aiders

At Berrywood Primary School there are two advanced first aiders who are as follows:

- Julie Woolley
- Jo-anne Bates

Paediatric First Aid Trained Staff

- See Appendix A for the list of paediatric first aid trained staff

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations both during the school working day and at the Berries extended school provision.

Epi-pen and Defibrillator

All staff are invited annually to attend a training session on the use of epi-pens and defibrillators.

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

- There are three medical rooms in the premises, one in each phase which are all stocked with the items listed on the checklist attached as appendix B.
- There are five travel first aid kits plus trip buckets. Four first aid kits are situated in the phase 1 medical room and one in the Site Managers office. The buckets are located in the phase 1 staff toilet. These are stocked with the items listed on the checklist attached as appendix C.
- There is an additional first aid kit situated in the admin office 'grab bag' which is for use only during emergency evacuations. This is stocked with items listed on appendix C with the addition of 30 x foil blankets.

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It is the responsibility of the clerical assistant to check the contents of the medical rooms weekly. These checks are recorded on the check sheet attached as appendix E. The contents of first aid kits and trip buckets are checked before a trip. These checks are recorded on the check sheet attached as appendix D. The 'grab bag first aid kit and kit in the Site Managers office are checked half termly.

The check sheets are all kept in the phase one medical room.

The medical rooms in each phase of the building are designated as the first aid rooms for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running hot and cold water
- First aid kit
- Chair
- Nearby access to a toilet

In addition the medical room in phase 1 will have:-

- Locked cabinet for storage of medicines
- Fridge for storage of ice packs and medicines
- Storage for epi-pens/insulin
- Bed
- Defibrillator

Emergency Arrangements	
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Upon being summoned in the event of an accident or severe illness, 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 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 professional medical treatment
- requires attendance at hospital
- is a head bump to a younger child (YR/Y1), even if it is for information purposes only

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 contact is being made for information purposes only, the home number and mobile number of the number one contact will be called and messages left on both if there is no answer.

In all other circumstances, in the event that parents can not be contacted and a message has been left, our policy will be to attempt to make contact with the next person on the child's emergency contact list and continue to attempt to make contact with the parents every hour. In the interim, we

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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.

Records	
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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 and time of the accident
- Type of accident (eg. bump on head etc)
- Where the accident happened
- Whether anyone else was involved
- Treatment provided and action taken

All children will be given a green accident and injury report slip to show their class teacher and to take home for their parent/guardian. If the child has had a head bump they will in addition be given a red head bump note for the class teacher and parent.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>