



# First Aid Policy

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To be reviewed by January 2021  
Then annually

(policy adapted from the Hantsnet health and safety pages first aid guidance for schools,  
model policy version 1)

## **Statement**

At Bordon Infant School we 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 Bordon Infant 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**

The Headteacher will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) 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 Aider

At Bordon Infant School there is one Qualified First Aider who is:

- Marie Edney (School Secretary) First Aid at Work Qualification

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 (eg. first aid kit inspections).

### Emergency First Aid Trained Staff

At Bordon Infant School there is one Emergency First Aiders who is:

- Karon Mitchell

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 (eg. first aid kit inspections).

## Paediatric First Aid Trained Staff

At Bordon Infant School there are a number of Paediatric First Aid trained staff who are as follows:

- Karen Burningham
- Jane Burns
- Carol Carr
- Wendy Marshall
- Michelle McDonnell
- Christine Williams
- Marisa Yardley
- Claire Lockyer
- Olivia Wong

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

### **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 at each of the children's toilets, including the outside toilet the kitchen and the medical room
- Six travel first aid kits for taking on trips
  - These travel first aid kits are located in the medical room. Each SMA has a First Aid Kit that they carry around at lunchtime
- One large first aid kit for events such as Sports Day or longer trips

It is the responsibility of the qualified first aider to check the contents of all first aid kits every six months 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 file in the school office.

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

The sick bay 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:

- a bed, running water, first aid kit, hygienic disposal bin, locked cupboard for the storage of medicines

As an extra to what we need to meet our first aid requirements the school has a defibrillator to use in case of life-threatening cardiac dysrhythmias for children or adults.

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider 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 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
- If a child is going into anaphylactic shock following an allergic reaction
- If the child's medical notes state that an ambulance is required for that specific 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:

- 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 can not 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 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 or 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**

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
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken