

**HARESTOCK PRIMARY SCHOOL**  
**STATUTORY POLICY**  
**FIRST AID POLICY**

**Updated: Nov 2017** – includes a statement with regards to following Surrey County Council guidelines for major head trauma injuries in the Emergency arrangements section.

Date approved: Autumn term 2017

Review Date: Autumn term 2020

### **Policy Statement**

Harestock 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 Harestock Primary 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 responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

#### Qualified First Aid Staff

We have 2 'Emergency First Aid at Work' first aiders.

We also have 3 'Schools First Aid' first aiders.

We also have 4 'Paediatric First Aid' first aiders.

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).

All the First Aiders' names are displayed in the medical room with certificates and names are displayed in the ICT suite, hall, staff room and in the Infant area.

### **First Aid Provision**

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

- 2 first aid kit on the premises
  - This first aid kit will be situated in the first aid room.
- 3 travel first aid kits in vehicles
  - These travel first aid kits will be located in the first aid room

It is the responsibility of the qualified welfare assistant to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the file in the medical room.

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

The medical room 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:

- Chairs, sofa bed, sink area, a 'child proof' locked fridge, locked (with a key) medicine cabinet, first aid kit. Drinking water is available next door in the staff room.

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the Welfare Assistant or any other 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 Welfare Assistant/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

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
- is a bump/ cut to the head
- requires first aid treatment which is more than a cold compress or a plaster
- requires attendance at hospital

If the child has a minor bump to the head, our procedure for notifying parents will be to give a slip to the child to take home. If a child has a more significant trauma to the head we use all telephone numbers available to contact them and leave a message should the parents not be contactable. We follow the Surrey County council guidance regarding major trauma to the head, with associated signs and symptoms and an ambulance will be called if necessary.

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, 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**

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