


## FIRST AID POLICY SUN HILL JUNIOR SCHOOL

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<b>Name of Responsible Manager/Headteacher</b>	Mrs Sue Griffiths
<b>Signature of Responsible Manager/Headteacher</b>	

<b>Introduction</b>	The administration of first aid during the school day to pupils, visitors and staff
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### Policy Statement

Sun Hill Junior 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 Sun Hill Junior School is held by the Head Teacher, 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 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

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 Sun Hill Junior School there are 5 appointed persons who are as follows:

Mrs Sue Griffiths  
Mrs Marie-Louise Woods  
Mrs Belinda Brickwood  
Mrs Stacey Lakeman  
Mrs Lisa Wilkinson

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 Aiders** *(Those completing the HSE approved 1-day emergency first aid course)*

At Sun Hill Junior School there are 5 emergency first aiders who are as follows:

- Belinda Brickwood
- Emmaline Barstow
- Steph Burrows
- Nigel Pettyfer
- Sarahjane Reed

### **Paediatric First Aiders** *(Those completing the HSE approved 2-day paediatric first aid course)*

At Sun Hill Junior School there are 5 paediatric first aiders who are as follows:

- Sharon Townson
- Gemma Loveridge
- Gemma Cheyney
- Madison Burrows-Griffin
- Amy Craig

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

### **Qualified First Aiders** *(Those completing the HSE approved 3-day first aid course)*

At Sun Hill Junior School there are 2 qualified first aiders who are as follows:

- Stacey Lakeman
- Lisa Wilkinson

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work, school 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).

### **First Aid Provision**

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

## CHILDREN'S SERVICES HEALTH & SAFETY

- 10 first aid kits on the premises
  - One of these first aid kits will be situated in each teaching wing, in the school hub, the first aid room and in the school office totalling 6 kits.
  - 2 kits are specifically for playground use only
- 2 travel first aid kits for school trips
  - These travel first aid kits will be located in the First Aid Room and a record will be kept of all first aid administered on a trip and parents notified if applicable

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term.

1-1 LSA's have approval to administer first aid within their classroom vicinity. If they require assistance an additional or senior first-aider should be contacted via walkie-talkie.

It is the responsibility of the school office to check the first aid contents within the first aid station at reception, the school hub, the wing first aid kits and within the school's first aid room. It is the responsibility of the appointed LSA's to check the contents of all playground first aid kits and first aid bags used for trips. This should be done every half-term and record findings on the First Aid Stock Checklists (H:\TeachersPool\First Aid and Health\First Aid Checklists) completed checklists are to be stored in the First Aid Room and checked by The Perins MAT H&S officer termly.

The First Aid Room within the School Hall 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:

- Bench seat
- Running Water
- First Aid Kit
- Fridge
- Lockable medicines cabinet

### 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 proportionate 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 severe 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
- When Individual Healthcare Plan (IHP) requests an ambulance is called

In the event of an accident or emergency involving a child, where appropriate, it is our policy to always notify parents by telephone of their child's accident if it:

- is considered to be a serious (or more than minor) injury.
- when injury is extensive enough that it requires additional explanation.
- when a head injury occurs
- requires attendance at hospital or other medical department (i.e. dentist, opticians, GP's etc.)
- If IHP requests a parent is contacted

## CHILDREN'S SERVICES HEALTH & SAFETY

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 and send a text message.

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 on the schools online medical tracker system (<https://www.medicaltracker.co.uk/>) and an email is sent home with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

If online is not available then the treatment will be recorded on a paper medical form and transferred to medical tracker when possible with the paper from then being disposed of as per GDPR regulations, parents will either be notified by medical tracker at a later time (on the same day) or via a message from the school office.

### Trips

- A first-aider should always be included on a school trip
- Once a first-aider has been appointed, the trip organiser should ensure the first-aider has a list of all medical requirements and allergies for attendees, a list of medicines and how they should be stored and administered.
- It is the trip first-aider's responsibility to check that all the medicines are available for the trip (epi-pens etc.), that they are in-date and quantities are correct. The trip leader has overall responsibility and needs to ensure that this is all completed at least 1 week before the trip date.
- On the day of the trip the first-aider should confirm that pupils who require direct access to medicines are with a first aider.
- The first-aider should record all first-aid administered using Medical Tracker on the trip tablet to ensure that parents are informed and a record is kept. If they do not have a Wi-Fi signal then a call should be placed to the school office (using the school mobile) and it will be recorded on their behalf.

### Supply Teachers/Class Visitors (DBS checked)

Supply Teachers are defined as teachers hired by the school from an agency to cover a class in the absence of the teacher (due to illness, training or PPA) who is not a member of The Perins MAT staff.

Class Visitors are defined as adults invited into school to support pupils with their education (sports, music, drama, curriculum led activities) who are not members of The Perins MAT staff or Sun Hill Junior School approved volunteers.

## CHILDREN'S SERVICES HEALTH & SAFETY

Both of these groups may be required to be responsible for pupils without a member of staff present and as such should always be made aware of any medical conditions or ongoing medical care required for any pupils in their care. A class safeguarding document has been added to each class register detailing the needs (medical and otherwise) for the class and this should be highlighted to the cover teacher by either the class teacher (if in attendance) OR the teacher from the next door class, the class LSA or member of SLT. If an adult is taking a smaller group away from the class teacher, they should be informed of any medical conditions or ongoing medical care required for any pupils in their care.

All supply teachers and class visitors should have access to a first-aider or a school walkie talkie to enable them to contact one if required.

### **Infection Control**

In the case of a suspected infectious illness or outbreak please refer to the Perins MAT H&S policy which can be found on the school website: <https://www.sunhilljs.net/policies>

### **PPE & Cleaning**

It is a requirement for all staff administering first aid to wear the required PPE (Personal Protective Equipment), this is crucial to protect employees from potential hazards and ensure compliance with health and safety legislation. Our range of PPE includes aprons, face shields and disposable vinyl gloves.

The school is cleaned at the end of each day. Should an infection outbreak occur, this may be increased to include a mid-day clean of all surfaces. All re-usable first-aid equipment is cleaned to the required standard and non-reusable items are disposed of within the assigned disposal units, which are disposed of by a professional waste removal service.