



Talavera Junior School

First Aid Policy

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First Aid Policy

Introduction

Policy Statement

Talavera 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 provision 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
- 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 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.

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

At Talavera Junior School there are 2 appointed persons who are as follows:

- Leanne McDermid
- Chelsea Kirkham-Wingate

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

At Talavera Junior School all teaching assistants and office staff are first aid trained during their first year in role. All lunch time staff are first aid trained during their first year in role.

First Aid Provision

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

- 6 first aid kits on the premises at Talavera:
 - One first aid kit is situated in the admin office, one in the huts and one on each floor within each teaching block.

There are also four kits to be taken on Education Visits which are stored in reception. They play leader also has portable first aid kits which are used during lunch/ break duties.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid Kit Checklist Folder at the School Office

The School Office 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:

- running water, first aid kit, telephone, chair

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 a head 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 first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use a First Aid Administered wristband for minor injuries. For all **major injuries**, including a head injury, a call will be made to notify parents, along with a **Red wristband**. We will 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/ emergency contact. 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.

First aid incidents will be recorded on the 'Children's Treatment/ Accident Record' form and stored in a secure place and children receive a wrist band.

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

De-fibrillation

There is a Zoll AED plus defibrillator fitted in the Main reception area that is available for use by both Talavera Junior School and Talavera Infant School. Training for the defibrillator has been undertaken by the qualified first aiders and an AED awareness course was provided to selected staff members during staff training.

