

# FERNHURST PRIMARY SCHOOL



## First Aid Policy

(Health and Safety Appendix E)



Responsible Committee	Finance and Resources
Name of Responsible Manager	Jennifer Thornton
Approved	February 2021
Next Review	February 2022

## Policy Statement

Fernhurst 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 Fernhurst Primary School is held by Jennifer Thornton, who is the Headteacher.

All first aid provision is arranged and managed in accordance with the Health & Safety (First Aid) Regulations 1981.

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.
- Ensuring 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 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.

## First Aid Training

The Headteacher will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders and qualified first aiders 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

At Fernhurst Primary School there are 6 qualified first aiders who are as follows:

#### First Aid at Work

Sheena Woods	Expiry date:	14 May 2022
Irene Calzedda		13 June 2022

#### Emergency First Aid at Work

Samantha Brown	20 October 2022
Sue Gibbon	4 March 2023
Kelly Kirby	20 October 2022
Aggie Krzanik	5 October 2020 (extended to 31 March 2021)
Sandra Pafford	5 October 2020 (extended to 31 March 2021)
Hannah Porter	15 January 2022

#### Paediatric First Aider

Samantha Brown	Expiry date:	4 May 2023
Lettie Langley		10 October 2020 (extended to 25 November 2020)

Ellie Malt  
Amy Barnes

5 October 2020 (extended to 25 November 2020)  
Practical training date pushed back to 10 April 2021

Due to Covid19 retraining has been difficult to arrange, as a reflection of this the HSE have adjusted their certificate extension policy. First Aid at Work or Emergency First Aid at Work certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from the date of expiry, whichever is the later. All requalification training for these certificates should be completed by 31 March 2021. Additionally, Paediatric First Aid certificates that expired before 16 March 2020 can remain valid until 25 November 2020.

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 staff who work with children are trained on Epi-pen and Inhaler on an annual basis. Due to Covid19, the 2020-21 annual training was conducted virtually on 5 January 2021.

### **First Aid Provision**

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

- Classroom first aid kits for basic first aid purposes.
- Four first aid kits on the premises, comprising the following:
  - One x First Aid Kit for use on the school site, playground, field etc
  - One x First Aid Kit permanently based in the school office
  - Two x First Aid Kits located in the school office for use on school trips or offsite activities

The school admin officer will check the contents of all first aid kits under their control every **term**.

The first aid room will have the following facilities:

- Appropriate PPE for first aiders
- a sink with hot and cold running water (located nearby)
- drinking water and disposable cups
- soap and paper towels
- Alcohol hand gel
- a store for first-aid materials, including a spare epi-pen (if one can be purchased).
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste
- a chair
- a telephone or other communication equipment and
- a record book for recording incidents attended by a first-aiders or appointed person.

### **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

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, or other delegated adult, and leave a message should the parents not be contactable.

In the event that parents cannot 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 cannot 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:

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