



St Mary's

One Family – Achieving more together

FIRST AID POLICY

Name of Unit/Premises/Centre/School	St Mary' CE Junior School
Date of Policy Issue/Review	September 2023
Name of Responsible Manager/Headteacher	Gemma Lillywhite
Signature of Responsible Manager/Headteacher	<i>G.Lillywhite</i>

*Every child has the right to life. Governments must do all they can to ensure that children survive and grow up healthily. **Article 6, UNCRC***

*Every child has the right to the best possible health. **Article 24, UNCRC***

At St Mary's CE Junior School, we believe that children learn best in a happy, secure and orderly environment because of their own positive attitude and that of the adults and children around them.

At St Mary's our core Christian Value is Love. In our school this is described in terms of being One Family, where each member is encouraged to love and respect themselves and others. At the centre of all that we do at St Mary's is that we are all created in the image of God; that we are all individuals and that we are treated equally.

Policy Statement

St Mary's CE VA 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 St Mary's CE VA Junior School is held by Gemma Lillywhite who is the responsible manager.

All first aid provision is arranged and managed in accordance with Hampshire County Council Corporate First Aid Policy.

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 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

First Aid Training

The Headteacher will ensure that appropriate numbers of appointed persons are adequately trained to meet their statutory duties.

The title of the first aid training carried out will vary depending on the external provider of such training.

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

At St Mary's CE VA Junior School there are 2 qualified first aiders who are as follows:

- Helen Baldwin – Admin. Officer
- Sarah Cooper – Office Manager

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).

Schools First Aid Trained Staff

At St Mary's CE VA Junior School there are 30 school first aid trained staff who are as follows:

Mr A Whincup (Yr. 3 teacher)	Miss N Eckett (Yr. 3 teacher)	Mrs F Pressner (PPA Cover)
Mrs H Alvarez (Yr. 5 LSA)	Mrs R Malone (Music teachers)	Mrs L Edney (Yr.6 LSA)
Miss J Bunkle (SENDCo)	Miss S Axford (Yr. 4 LSA)	Mr M Rundle (Yr. 4 teacher)
Mrs S Gill (Yr. 6 teacher)	Mrs R Bucknall (Yr. 3 LSA)	Mrs C O'Beirne (Yr. 6 LSA)
Mrs T Buckley (Yr. 6 LSA)	Mrs H Parsons (Yr. 6 teacher)	Mrs N Lawford (Library and Lunchtime Supervisor)
Mrs L Candy (Yr. 4 teacher)	Mr E King (Yr. 5 teacher)	Mrs A Berglin (Office)
Mrs L Bond (Yr. 4 LSA)	Mr A Gibbs (Deputy Headteacher)	Mrs K White (Yr.5 LSA)
Mrs M Thomas (Lunchtime Supervisor)	Mrs S Squire (Yr.3 LSA)	Mrs S Raciborska (Yr. 3 LSA)
Miss S Bennison (Yr. 5 teacher)	Mrs G Lillywhite (Headteacher)	Mr A Bushnell (Site Supervisor)
Mrs Beenev (Yr. 4 Teacher)	Mrs N Stephens (Yr. 6 teacher)	Miss L Whittingham (Yr. 5 LSA)

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

First Aid Provision

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

- At least 2 full first aid kits on the premises
 - One of these first aid kits will be situated in the medical area and the second in the kitchens managed by HC3S
- At least 6 travel first aid kits for trips
 - These travel first aid kits will be located in the room next to reception and be used for school trips/off site activity
- Sports first aid kit to be taken to sporting events

- This first aid kit will be stored in the medical area

It is the responsibility of office administration staff to check the contents of all first aid kits as detailed below:

Full first aid kits – monthly

Trip kits and sports kit – before and after all trips. The sports kit will also be checked by the sports coach before any events

Findings will be recorded on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the main school office

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 treatments and sickens and the administering of first aid. The first aid room will have the following facilities:

- Running water
- First aid kit
- Bench/seating
- Medical disposal bins
- Access to telephones
- Medical alert cards for pupils with known allergies or medical conditions
- Door/screen in the event of privacy being needed (in the event this is needed two adults would always be present)

There is provision for supporting pupils with medical needs and first aid in the designated Medical Room which is located next to the main office. This room has a door/screen which can be closed in the event of privacy being needed.

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 or seek further medical advice e.g. calling 111.

The first aider/appointed person is to always seek medical advice or call an ambulance on the following occasions, parents would also be contacted:

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 a child having a severe allergic reaction

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. Parents will be alerted to any head bump via Medical Tracker.

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 and in the meantime make contact with other contacts on the child's file. 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.

Out of hours and trips

The first aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by schools administration team who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included in the visit risk assessment. These are reviewed for each trip/visit and the level of first aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are recorded on Medical Tracker.

- 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

Parents are alerted straight away through Medical Tracker if the injury is a minor head injury, for anything more serious or anything causing concern an immediate phone call to parents would be made.

Any first aid administered whilst off site, e.g. on a school trip, will be recorded on return to school.

Accidents that result in a child or adult being taken to hospital will be reported to the Local Authority through the online reporting system and following this an investigation will be carried out.

Accidents will be reported to Governors through the resources Resources Committee.

Revised: September 2023

Review date: September 2024

This policy was approved by the Governing Body

Date ratified at FGB: November 2023

Chair of Governors:.....Sefton Lucas