



PADNELL INFANT SCHOOL

BOARD OF GOVERNORS

FIRST AID POLICY

Name of Unit/Premises/Centre/School	Padnell Infant School
Date of Policy Review	April 2016
Date of Next Review	April 2019
Name of Headteacher	Mrs Amanda Grayson

Introduction	
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Policy Statement

Padnell Infant 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 Padnell Infant School 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 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	
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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.

Before the school day, when the cleaning team is on site there is no first aider. These staff must be shown how to use the office phone to call for Emergency Services and how and where to access the medical cupboard.

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

At Padnell Infant School there are five qualified first aiders, who have completed 'First Aid at Work' who are as follows:

- Elaine Blackham
- Tiffany Harvey
- Nikki Thundercliffe
- Hilary Glanville
- Alison Hoy

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).

Paediatric First Aid Trained Staff

At Padnell Infant School there are six staff who have been trained in Early Years First Aid, who are as follows:

- Tiffany Harvey
- Alison Hoy
- Shelley Kates
- Lisa Burgess
- Lisette Freeman
- Hilary Glanville

These staff members are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger, in school, on trips or at Crafty Club.

Emergency First Aid Trained Staff

At Padnell Infant School there is one member of staff who have been trained in Emergency First Aid, who is:

- Natalie Chilton

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

- Three main first aid kits on the premises
 - These are situated in the Main Office, the community room & the hut in Joeys Field
- Six travel first aid kits in vehicles
 - These travel first aid kits will be located in the Main Office

- In addition, each wing has a first aid station for minor injuries it is stocked with gloves, wipes and self adhesive dressings, these are kept stocked by a nominated trained first aider. There is a full first aid kit which is taken out at lunchtimes & used by the Lunchtime Supervisory Assistants this is kept stocked by the Lunchtime Supervisor.
- We also provide small first aid kits which can be worn on a belt to take to Joeys Field or on the playground which can be used for minor injuries by any member of staff. These will include gloves, wipes and self adhesive plasters

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Main Office.

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

The Main 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
- Sofabed
- Chairs
- Telephone
- First Aid supplies
- First Aid Record Book
- Medical Record Book
- Contact File
- Pen
- Medicines for Administration
- Fridge

Emergency Arrangements	
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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/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 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
- any injury to the head (a blue note will be sent home for those injuries considered to be minor, a phone call may be made if the injury is more significant or if the child's appearance may be a shock to a parent)

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.

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	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

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