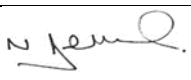




Policy Name	First Aid Policy
Review and Approval by	Local Governing Body
Date Ratified	October 2020
Signed By	
Position	Chair of Local Governing Body
Review Period for this Policy	Annual
Date for Future Review	March 2022

Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.

Date	Changes
September 20	<p>Change to Appointed Persons and Qualified Persons</p> <p>Changes to the wording on when an ambulance is called to</p> <p>The first aider/appointed person will be consulted with regard to when to call an ambulance.</p> <p>First Aid Room – delete has no running water</p> <p>Changed First Aid Bags to each class has a First Aid Kit</p>
March 21	<p>Information on the role of the EIC</p> <p>Changes to the Emergency Arrangements</p> <p>Addition of Appendix 1 – Head Injury Procedures</p>

POLICY STATEMENT

Montpelier 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 Montpelier Primary School is held by Sam Hunter who is the Responsible Manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

AIMS

Our first aid policy requirements will be achieved by:

- Carrying out an annual 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 each September or following any significant changes that may affect first aid provision. The HSE guidance for First Aid Needs Assessment will be utilised for this
- 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 staff

FIRST AID TRAINING

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff and emergency 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.

Appointed Persons

At Montpelier Primary School there are 2 appointed persons who are as follows:

Linda Pearce and Paul Farr

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. At Montpelier Primary School they are also the most qualified first aiders and will co-ordinate care in an emergency and will also provide a second opinion to other first aid trained colleagues.

Note: HSE guidance specifies that 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 the appointed persons with some level of first aid training. Such training does not require HSE approval.

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

At Montpelier Primary School there are 4 qualified first aiders who are as follows:

● Linda Pearce	● Jayne Hayes
● Paul Farr	● Lou Landricombe

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 (e.g. first aid kit inspections). They are not responsible for administering all first aid but instead are there to offer a second opinion to colleagues. They will also be the 'Emergency Incident Co-ordinator' (EIC) who will manage more complex first aid situations. It is the responsibility of all staff to check who the EIC is if they are involved in such an incident and to report directly to them and take their instructions from them.

Role of EIC

When attending an incident the EIC will:

- Take control of the incident by informing staff that they are now managing the incident - this will be indicated by wearing a high visibility jacket. This includes directing other members of staff to leave the scene if they are not required.
- Gather information from the first member and subsequent members of staff attended the incident. This will include the nature of the incident, who may have seen the incident, what first aid has been already given, whether the child is acting out of character. All staff have been trained to remain at the scene.
- Assess the nature of the injury and ensure all appropriate first aid, in accordance with their training, has been administered
- Make a balanced judgement on the next step. This may include seeking medical support, (a visit to a doctor, calling an ambulance, ringing 111 for further advice or time being monitored at home).
- Direct staff to carry out any action required
- Stay with the individual, along with the first member of staff who attended the incident ; if further medical support is needed or the individual needs to be sent home
- Monitor the individual until a parent/ relation attends
- Hand over all appropriate information and advice to parent/ relation/admin team/ emergency services
- Accompany a child/colleague to hospital if a parent/relation cannot be contacted
- Ensure that an accident form is completed

School First Aid Trained Staff

At Montpelier Primary School the vast majority of staff are first aid trained.

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 staff. 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. The majority of all staff, at any one time, hold this qualification.

There are also 10 staff who have received paediatric first training and they are:

● Lou Frost	Amanda Rosevear
● Sarah Green	● Anna Tickle
● Tracy Atkin	● Debbie Knight
● Jane Gilbert	● Sarah Fisher
● Holly Tapp	● Jo Easton

FIRST AID PROVISION

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

- Each year group has a first aid station
- 8 First Aid Stations – please see the map in school that shows where these are (Appendix 2)
- First Aid kit in the minibus
- Larger travelling kits are made up specifically for residential trips

It is the responsibility of the Responsible Manager to ensure that an Appointed person/s checks the contents of all first aid kits every term. Completed checklists are to be stored in the first aid folder.

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

The designated areas for treatment, sickness and the administering of first aid are the First Aid Stations shown on the map or the First Aid Room. The first aid room will have access to the following facilities:

- bed, first aid kit, toilet, chair and appropriate bins.

Staff will use the appropriate method for disposing of anything that has been in contact with body fluids in accordance with their training.

Staff will follow specific procedures when dealing with:

- a head injury (See Appendix 1)
- an asthma attack for a child with an inhaler in school; as outlined in their individual asthma plan
- a known pre-existing health condition; as outlined in their individual Health and Care Plan

EMERGENCY ARRANGEMENTS

When time is critical, any member of staff can decide to call an ambulance and administer first aid before calling a qualified first aider. Upon being summoned in the event of a more complex first aid situation, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training, following the role of the Emergency Incident Co-ordinator. 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 will be consulted with regard to when to call an ambulance. This could be on the following occasions:

- In the event of a serious or significant injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected (and when a parent is not contactable)

- Whenever the first aider suspects this could be a severe injury and the parents cannot be contacted.
- Whenever the first aider is unsure of the correct treatment they will call 111
- If there is a known pre-existing health condition as identified in their Individual Health and Care Plans

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents as soon as possible of their child's accident if it:

- is considered to be more than a minor injury
- requires further first aid treatment
- requires attendance at hospital or the GP

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 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). Their condition will be monitored regularly by the qualified first aider and appropriate action taken if the condition of the child changes.

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. The accompanying member of staff will liaise with school on updates on the child's condition.

RECORDS

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

- Name of injured person
- Name and signature of the qualified/emergency/school/paediatric first aider or appointed person, including the name and signature of the first aider giving a second opinion as appropriate or the name and signature of a second first aider if they were present for more complex first aid.
- Full date of the accident and time
- Nature of injury and how it happened (eg. bump on head etc.)
- Treatment provided and action taken
- Copies of records of first aid performed on staff members and of the first aid needs assessments should be kept for a minimum of seven years. In the case of first aid records for children and young persons, these should be retained for 25 years after their date of birth. Any information kept on individuals must follow the requirements for Data Protection.

When an injury or accident occurs to a member of staff, the qualified first aider will direct a member of staff to record this on the online form. If a member of staff refuses then the qualified first aider will inform the appointed person.

Appendix 1

Head Injury Procedures

Head Bump - Initial Assessment Checklist

If any of the symptoms listed below are present, a second opinion must be obtained from one of the First Aiders at Work, who will advise or continue with administering first aid. They will fill in a checklist and countersign the accident book, which should be completed by the adults first on scene.

If a child has bumped their head but does not show any of the symptoms below, they will still need monitoring by the adults in class to ensure their condition does not deteriorate.

A wristband with the **time and date** will be placed on the child, even if they do not show the symptoms below and a courtesy phone call will be made home by the admin team.

Observed Symptoms (10 min intervals)	Time:	Time:	Time:	Time:	Time:	Time:
Memory lost / can't recall events before or after bumping head						
Confusion						
Forgetfulness / repeating the same question						
Drowsiness						
Feeling dizzy						
Nausea or vomiting						
Blurry or double vision						
Pale and/or clammy skin						

If unsure phone 111 to ask for advice.

The person who is first on scene and or treated the child, must stay with them to relay any information to the first aiders at work. The first aider at work need to know, if you saw / heard anything, what the child hit their head on, and to find out if this child have any medical history.

If emergency services are called the first aider at work will continue to stay with that child, passing over any relevant information.

Questions to be asked during above checks:

What is the date today?

Can you count back from 10/20 to 0?

What did you have for breakfast this morning?

What is your age / date of birth?

