



Policy Name	First Aid Policy
Review and Approval by	Local Governing Body
Date Ratified	October 2020
Signed By	<i>N. Lewis</i>
Position	Chair of Local Governing Body
Review Period for this Policy	Annual
Date for Future Review	June 2021

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>

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 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 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 and calling emergency services. 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: 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 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 (eg. 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. It will be the EIC who would accompany a child to hospital if a parent cannot be contacted or would accompany a colleague.

School First Aid Trained Staff

At Montpelier Primary School all 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

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:

- 8 First Aid Stations – please see the map in school that shows where these are.
 - Each class has a first aid kit
 - 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 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/areas will have 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.

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 will be consulted with regard to when to call an ambulance. This could be 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 (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.

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).

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

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, including the name of the first aider giving a second opinion as appropriate or the name of a second first aider if they were present for more complex first aid.
- 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.