



FIRST AID POLICY

Name of Unit/Premises/Centre/School	Grateley Primary School
Date of Policy Issue/Review	Reviewed September 2022. Re -review September 2023
Name of Responsible Manager/Headteacher	Rachel Dance (Head Teacher)
Signature of Responsible Manager/Headteacher	<i>REDance</i>

Policy Statement

Grateley 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 Grateley Primary School is held by Rachel Dance who is the nominated first aider. The Head Teacher 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

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First Aid Training	Whole school training took place on 31.10.2022
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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.

Qualified First Aiders

At Grateley Primary School there are a minimum of 3 qualified first aiders whose names are displayed on the Health and Safety notice board.

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 Grateley Primary School there are 2 paediatric first aid trained staff whose name's are displayed on the Health and Safety notice board.

These staff 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.

Scarcity Factors

Due to the small number of staff and the school's remote location we have a reciprocal arrangement with Grateley House School, whereby in the event of any emergency additional first aid cover will be provided by them. Their number will be displayed in the school office and on the H&S noticeboard.

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

- 4 first aid kits on the premises
 - These first aid kits will be situated in each classroom:
 - Plus an additional first aid store situated in the office.
- When classes/pupils are on offsite visits classroom first aid kits for that group are taken.

It is the responsibility of the emergency/qualified first aider/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 First Aid File.

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

The office area 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:

- First aid kit, telephone, chair and running water in staff toilet

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Emergency Arrangements	
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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 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
- Whenever anaphylactic shock occurs

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
- if child has underlying medical problems

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 the following information:

- 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

The first aider will consult the RIDDOR to decide on appropriate reporting.

Serious injuries, accidents and near misses are reported via the Hampshire online reporting system.