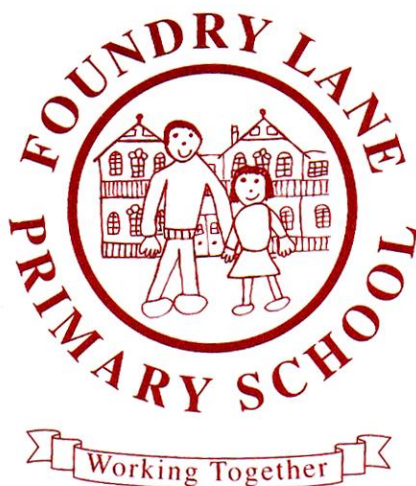


Our School Values

Resilience Creativity Kindness Community Critical Thinking Independence



First Aid Policy

If you would like to see a signed copy of this policy or speak to a member of staff about its contents, please contact the School on 02380 774814 or at info@foundrylanepimary.co.uk

This policy was adopted in: March 2023

This policy is to be next reviewed in: March 2024

This policy will be reviewed by: Resources Committee

The Senior Leader responsible for the monitoring of this policy is : Business Manager

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Our Vision

Our inclusive environment acknowledges and respects children from diverse families and cultural backgrounds where everyone feels they belong. We provide a rich and engaging school experience through inspiring, motivating and challenging our pupils to believe in themselves and to raise and expand their aspirations.

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1. Intent

Foundry Lane Primary 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 Foundry Lane Primary is held by the Headteacher who is the responsible manager. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. 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 aiders 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

3. First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

Qualified First Aid Staff

- We have 2 'Emergency First Aid at Work' first aiders
- We also have 27 'Paediatric First Aid' first aiders

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).

All the First Aiders' names are displayed in the medical room with certificates.

4. First Aid Equipment

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

- 2 first aid kit on the premises
These first aid kit will be situated in the first aid room.
- 3 travel first aid kits
These travel first aid kits will be located in the first aid room

- 3 playground first aid kits
These playground kits are held with the Midday Supervisors – one for KS1 playground, one for KS2 playground and one for the Football playground

Contents of the playground first aid kits are reviewed on a daily basis at the start of each lunchtime session to ensure they are adequately stocked.

It is the responsibility of the office team to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the file in the medical room.

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 treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Chairs, sink area, locked (with a key) medicine cabinet, first aid kit. Drinking water is also available.
- Controlled medication is stored in a locked drawer in the Business Manager's office.
- Emergency medication and non-controlled medication is stored in the large cupboard in the medical room
- Inhalers are stored in an accessible cupboard in the office that is locked overnight.
- Medication requiring refrigeration is clearly marked and is stored in a separate fridge in the Staff Room.

5. Emergency Procedures

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 is to always call an ambulance *or 999 for urgent medical advice* 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 *where a parent is unable to take them to the hospital*
- 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
- is a bump/ cut to the head
- requires first aid treatment which is more than a cold compress or a plaster
- requires attendance at hospital

Our procedure for notifying parents will be to give a slip to the child to take home if it was a bump to the head and/or use all telephone numbers available to contact them and leave a message should the parents not be contactable. *If the child has received a bump to the head, the slip will be given directly to the adult working with the child.*

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.

6. Record Keeping

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

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		

4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		

Additional Checks

1	Are all items of first aid within expiry date?	YES	NO
2	Are all items of first aid in good, undamaged condition?	YES	NO
3	Is the first aid kit/box in good condition & undamaged?	YES	NO
4	Is the location of the first aid kit/box clean and accessible?	YES	NO
5	Is the first aid location sign present & in good condition?	YES	NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES	NO

Summary of Actions

FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED	YES	NO
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Actions required if 'NO'

Name of Assessor		Signature of Assessor		Assessed Date	
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Follow-up Actions

REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED	YES	NO
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Name		Signature		Date	
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Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance

Required Quantity – Your own contents requirements based upon your selected size of first aid kit

Quantities are to be locally inserted before the form is issued or used

Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit