

Bosmere Junior School
South Street
Havant



Growing Lifelong Learners

Policy for First Aid

Date:	March 2020
Review Date:	March 2023
Responsibility:	Headteacher
STATUTORY	No
Checked against Equality Policy	✓

Senior First Aider:	Date:
Finance & Resources Committee Chair:	Date:
Headteacher:	Date:

Governor Monitoring:		
Activity:	Carried out by:	Date:

FIRST AID POLICY

Policy Statement

Bosmere Junior 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 Bosmere Junior School is held by [Kathryn Robinson](#), who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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 annually or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form 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.

Appointed Persons

At Bosmere Junior School there are 3 appointed persons who are as follows:

Cheryl Ware

Mandy Cole

Kim Chapman

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.

Note: Appointed Persons do not have to be First Aiders and should not have to 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. In this school the appointed persons are all First Aid trained.

Emergency First Aiders *(Those completing the 1-day emergency first aid course)*

At Bosmere Junior School all teaching assistants, lunchtime supervisory assistants and some of the site team complete the 1 day emergency first aid course.

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

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

At Bosmere Junior School, there is 1 qualified first aider:

- Cheryl Ware

She is 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. She is also responsible for the first aid kit inspections.

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

- 14 first aid kits on the premises
 - These first aid kits will be situated in the Medical Room, in each classroom and in the cookery room
- 1 travel first aid kit in a vehicle
 - This travel first aid kit will be located in the mini bus

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (See Appendix 1). 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:

- running water
- first aid kit
- chair
- access to telephone (next to office)

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
- In the event of an epipen being administered

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

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 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.

Out of Hours and Trips

The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Alison Reilly who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the risk assessments. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

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
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

All minor incidents are recorded on "Record of First Aid Treatment" forms – commonly called First Aid Sheets (kept in Medical Room). Children with head bumps are given a sticker so that staff and parents are aware. An email is sent to parents informing them of the head bump.

More serious injuries to children, staff and visitors are reported on-line direct to Hampshire County Council.

Administering Medication to Children

Although First Aid training does not provide skills to enable administration of medicines or medical treatment; assistance to administer medication will be given to children with severe illness in accordance with Supporting Pupils with Medical Need Policy. Before any medication can be administered in school a permission form must be signed by the parent/carer.

Permission Forms

Permission forms are kept in a file in the Medical Room.

Asthma Inhalers

Asthma inhalers are kept in children's classroom in a class medical box which is taken around the school site with the class e.g. hall, copse and on school trips. All children are aware of this and have access to them at all times. Children may also have a blue inhaler on them during the day. (Permission form required) *Brown inhalers are not permitted in school.*

Epi-pens

Epi-pens are kept in the children's classroom in the class medical box. (Permission form required)

Prescribed Medication

Children requiring prescribed medication during the school day must bring such items clearly labelled with the child's name and class to the school office. Prescribed medicines are kept in the fridge if required. No medicine is administered by the class teacher or in the classroom. All medication is dispensed in the Medical Room at lunchtimes only. (Permission form required).

Sharps and Needles

If sharps / needles are required to be used as part of the administering of first aid, for example insulin injections, these are only administered in the medical room. Needles and sharps are placed in a sharps disposal box straight away. The sharps disposal box is also taken on school trips. Protective gloves are worn by staff.

CHILDREN'S SERVICES ASSESSMENT FORM
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 (e.g. 3-MONTH) CHECK & NO ACTION REQUIRED		YES		NO
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED		YES		NO
Name		Signature		Date

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