

Longparish Primary School

FIRST AID POLICY

Name of School	Longparish Primary School
Date of Policy Review	27.09.2023
Name of Head teacher	Mark Ward
Signature of Head teacher	

Introduction	
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Our vision at Longparish CE Primary School

‘To do all things through Christ who strengthens us’ (Phil 4/13), encouraging a love of learning in a safe and stimulating Christian environment for children of all faiths and none. To respect all with kindness, nurturing children’s moral values and beliefs enabling them to become good citizens.

Our mission at Longparish CE Primary School is to serve the communities of Longparish and Hurstbourne Priors and provide pupils with a broad, balanced and differentiated curriculum set within the principles of a Christian education. Each child is recognised as an individual and encouraged to develop his or her varying talents, interests and potential.

We do this by

- Being a caring, welcoming and supportive Christian environment in which staff, pupils, parents and governors work together in a safe environment
- Promoting the welfare of all our pupils, protecting them from physical sexual and emotional abuse, neglect, bullying in line with the statutory guidance in “Keeping children safe in education” 2022 (DfE)
- Creating a rich curriculum that provides our pupils with the knowledge and skills required to become lifelong learners and responsible citizens, upholding British Values.
- Developing a strong partnership with parents, the Church , the Local Community and taking part in National and Global projects
- Promoting the learning behaviours of Reflection, Reciprocity, Resilience and Resourcefulness

Policy Statement

Longparish 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 Longparish Primary School is held by the Headteacher who 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 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.

First Aid Training	
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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

At Longparish Primary School there are two qualified first aiders, qualified in First Aid at Work, who are as follows:

- Mrs Christine Leach
- Mrs Frances Verran

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).

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The qualified first aider is someone who has been trained and holds a First Aid at Work certificate gained from a 4-day HSE approved course.

Appointed Persons

At Longparish Primary School there are appointed first aid persons, qualified in February 2020, who are as follows:

- Mrs Sarah Baird
- Mrs Bekkie Corsan
- Mrs Jane Clacy
- Mrs Tina Moon
- Mrs Debbie Woodman

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (eg. first aid kit inspections).

The appointed person is someone who has attended a 1-day HSE approved course.

The following person are paediatric first aid qualified

- Mrs Christine Leach
- Mrs Frances Verran

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

- Five first aid kits on the premises
 - These first aid kits will be situated at the medical room (3), community kitchen, at the rear entrance to the school and on the school minibus.
- One first aid kit is located on the minibus.
- Three travel first aid kits in vehicles
 - One of these will be located at the playground exit of the IT room.
 - Two travel first aid kits will be located in the medical room.

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist

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(CSAF-003). Completed checklists are to be stored in the First Aid File and retained for a period of three years.

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

The private 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, lockable medicine cabinet, medicine fridge.

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 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 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.

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Records	
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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
- *If the accident, which results in first aid and subsequent treatment, is very serious, we will carry out an Accident Investigation and all relevant paperwork will be completed and sent to County for action*