

## First Aid Policy

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Bordon 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.

Overall responsibility for first aid at Bordon Junior School is held by the Head teacher.

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 (CSAF-002) will be reviewed periodically or following any significant changes that may affect first aid provision
- Sufficient first aid staff and facilities should be available at all times to:
  - Ensure the adequate provision of first aid assistance to staff
  - Ensure the adequate provision of first aid assistance to visitors and children
  - Enable an ambulance or other professional assistance to be quickly summoned
  - Meet minimum first aid statutory obligations
- Ensuring the above provisions are clear and shared with all who may require them

### FIRST AIDER

A qualified **First Aider** is someone who has been trained and **holds a current First Aid at Work certificate from a three day HSE approved course**. Qualified first aiders are trained in a wide range of first aid competencies and are only permitted to work within the scope of their received training.

They are 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 (eg. first aid kit inspections). First aid training is only valid for a period of three years from the last training course date – the expiry date on the certificate reflects the validity of the training.

Re-qualification is required to be completed through attendance at the two day HSE approved First Aid at Work Re-qualification training course but must be carried out *prior* to the certificate expiry date if the first aider is to be able to continually administer first aid treatment.

## EMERGENCY FIRST AIDER

An **Emergency First Aider** is someone who has been trained and **holds a current Emergency First Aid at Work certificate from a one day HSE approved course**. Emergency first aiders are trained in a lesser range of first aid competencies than the qualified first aiders and are only permitted to work within the scope of their received training.

Emergency first aiders are 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 (eg. first aid kit inspections).

Emergency first aid training is only valid for a period of three years from the last training course date – the expiry date on the certificate reflects the validity of the training. Re-qualification is required to be completed through repeat attendance at the one day HSE approved Emergency First Aid at Work training course but must be carried out *prior* to the certificate expiry date if the emergency first aider is to be able to continually administer first aid treatment.

## First Aid Provision

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

There are 4 first aid kits on the premises at Bordon Junior School with an additional kit located in the school minibus.

Travel first aid kits are also available for offsite activities and portable kits containing minimal first aid items are available for Lunchtime Supervisors to deal with incidents which do not require first aid.

It is the responsibility of the qualified first aider to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are monitored by the site supervisor and stored in the school office.

The First Aid Treatment Area (outside library) is designated as the first aid area for treatment of sickness and the administering of first aid.

## Specific Medical Conditions

A list of pupils with specific medical conditions should be kept and a copy displayed in the Medical Room/Executive kitchen, in the school kitchens and in a folder in the first aid treatment area. It is the parents' responsibility to inform the school of any medical conditions.

Staff are encouraged to make first aiders aware of any medical problems or specific issues relating to a disability they may have, and any procedure that should be followed in regard to this. Personal

information is only shared with the individual's permission. It is the individual's right and responsibility to determine what information, if any, they choose to share and who they share it with.

## Emergency Arrangements

Most accidents in school are minor incidents, bumps and grazes, involving the children. These can be dealt with by any competent member of staff. Safe practice in regard to blood and other bodily fluids must be observed. This means using rubber gloves and that all cuts and grazes must be covered. This is recorded on the sheet in the first aid folder. If there is any concern about a possible injury or the child requires first aid treatment then **a first aider should be sent for** and the member of staff stays with the child and does not move them until the first aider arrives.

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.

## Parental Notification

Parents are notified of any accident involving their child where:

- They bumped their head
- It is considered to be a serious injury
- They required first aid treatment
- They went to hospital as result of their accident
- It is considered a requirement by the First Aider on the scene.

The office staff are responsible for notifying parents and will use the available telephone numbers in the priority order provided on admission. A message will be left 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 approximately every hour. The member of staff who dealt with the accident is responsible for ensuring the office staff have sufficient information and that the class teacher is aware so they can be watchful for further symptoms. This is especially important in the event of a head bump.

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

Accidents requiring first aid treatment (including bumped heads) 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 (e.g. bump on head etc)
- Treatment provided / action taken

**This policy is reviewed annually by the governing body in line with the policy review schedule.**

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