Bishops Itchington Primary School

First Aid Policy

Chair of Governor's Signature:

Head Teacher's Signature:

Approved: March 2024
Review Date: March 2026

First Aid Policy Statement

Bishops Itchington Primary School will ensure compliance with the relevant legislation with regard to the provision of first aid for employees, pupils and visitors, 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 Bishops Itchington Primary School is held by Jacky Sykes, Head Teacher, who is the responsible manager.

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 (see Appendix 1).
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed every two years or sooner, to identify any significant changes that may affect first aid provision.
- Ensuring that there is 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

The person with overall responsibility lies with the Head Teacher (assisted by Lucy Kostiuk) who 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.

For those adults working with children who are at the Early Years Foundation Stage, they will be paediatric trained. For other adults, they may be either paediatric trained or be basic first aid trained.

Qualification certificates are issued and kept in the school office and training is arranged prior to a certificate expiring.

School First Aid-trained Staff

There are 'Advanced Paediatric First Aid' qualified staff in the following roles:

- All Ladybirds Pre-School staff
- All Reception Class staff
- All Buddies Before and After School Club staff
- 100% of Midday Supervisors
- PE Subject Leader

These staff who work in the Early Years Foundation Stage (EYFS) with statutory obligations for provision of first aid to those children aged 5 years old or younger.

Staff who work in the following job roles are First Aid at Work trained or Paediatric First Aid trained:

- 70% of Teaching Assistants
- 90% of Midday Supervisors
- 100% of Early Years staff (Ladybirds Preschool and Reception Class)

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.

First Aid Provision

In line with our school's needs, we have fulfilled the following first aid kit requirements:

- Three fully-stocked first aid boxes located at the first aid station (for use inside and outside).
- Portable first aid kits for each classroom that are to be taken outside during class activities such as PE, Forest Schools.
- Two travel First Aid kits – for use on school trips – these are kept in the staff room. It is the responsibility of the trip-leader to ensure that this has been checked before a trip commences.
- An automatic external defibrillator is available in the corridor by the Year 5 classroom.

Specific Allergies or Medical Conditions

It is our school's policy to ensure that a risk assessment is written in collaboration with the parents of a child with allergies (such as nut allergy) or medical conditions (such as Diabetes). These are distributed to all adults who supervise or work near to/with the child and is to be included in the Safety Book for the relevant class.

Temporary staff will be informed of allergies of pupils in the classroom in which they are deployed by consulting the relevant Class Safety Book that will be shown to them by the school administrator. The Class Safety Books are kept in the classrooms.

All first-aiders have been trained in the use of epi-pens. Risk assessments are in place for all pupils who have an epi-pen. All staff who regularly work directly with children who may need an epi-pen have been trained.

Deployment of First-Aiders

- All staff working in EYFS are to be Paediatric First Aid qualified.
- All Midday Supervisors are First Aid at Work or Paediatric First aid qualified.
- All staff working at Buddies Club are the Paediatric First Aid qualified.
- A first-aider rota is published so the placement of first-aid qualified staff is known.
- On morning break duty, either one member of staff is first-aid qualified or another member of staff is on stand-by to assist should attention be needed.

Emergency arrangements

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 where an adult has been injured.

- 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 more than basic first aid treatment
- there is a head injury that is more than a minor bump
- 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 plus another adult will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Defibrillator

The closest defibrillators are located:

- on the wall in the corridor by the Year 5 playground door (known as Palace Door).
- at the doctors' surgery on Fisher Road (adjacent to the Fish and Chip shop).

In the event of a person or child collapsing or is seriously ill, then a member of staff will collect this and follow the instructions of the emergency services prior to the ambulance crew arrival.

Training on the use of the defibrillator is delivered by the school's Wellbeing Governor who is a Paramedic.

Out of hours and school 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.

The first-aid arrangements for school organised trips/visits are included in the Risk Assessment for the trip. 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.

For all trips off site, there are portable first aid kits that are taken with the group and first aiders in attendance.

For residential trips, parents are required to complete a detailed medical form that is authorised by parents/guardian.

Records and Reporting to Parents

It is important that all accidents requiring first aid treatment are to be recorded straight after treatment has been given. The usual way of recording treatment is on the First Aid Computer at the first aid station. As a back-up, there are first aid recording books should be used if the computer is out of use.

- 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

For accidents/first-aid recorded on the First Aid Computer, the notification will be sent to the parents via the school office by email before the end of the school day.

For accidents/first-aid recorded in a First Aid Book, the top copy is to be taken to the school office. This will then be scanned and emailed to the parents on the same day as the accident.

Major Incidents – contacting parents

Head Injuries - Should a child receive a head-injury, then parents of the child are to be telephoned and informed. Parents will be invited to come into school to see their child to assess them.

If the parents come to school, they may decide to take them to seek medical attention or let them stay at school.

If the parent decides not to come into school, school will monitor the child (they will have a red wrist band), and will contact the parents to collect their child if they are concerned.

Records and Reporting to Class Teachers

Class teachers are to be notified of first aid treatment by being copied into the parent notifications. In addition, the child may be given a wrist band so that all staff in school are aware that an injury has occurred as follows:

Minor: minor scratch, graze or bruise – no further action needed

Major: major scratch, graze, all head injuries, cause for concern – red paper wrist band. The date, time and nature of injury is to be recorded on the band and whether parents have been notified.

Recording of Accidents that have required professional medical attention

Should an accident occur where an adult or pupil needs professional medical attention (GP, hospital, ambulance), then an accident form should be completed. These are available on the desk-top of most computers in school or from the school office or the Head Teacher. This should be completed and sent to the MAT Health and Safety Officer within 24 hours.

CPOMS is the computerised closed system our school uses where all safeguarding concerns are recorded by all staff. Where first-aid has been required as a result of a safeguarding incident (child-on-child incident or unsafe equipment for example), then these will be reported onto the CPOMS system and dealt with by the school's Designated Safeguarding Lead (Mrs. Jacky Sykes).

Appendix 1

First Aid Kit Checklist	
Location of First Aid Kit/Box	First Aid Station
Date of First Aid Box Check	
Name of Assessor	Lucy Kostiuk

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	Large individually wrapped sterile unmedicated wound dressings	2		
7	Pair of disposable gloves	6		
8	Anti-bacterial wipes (box/container)	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	Pair of disposable gloves	1		
7	Anti-bacterial wipes (box/container)	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
7	Are there 6 ice packs in the freezer and 6 ice-pack covers available?	YES	NO
8	Has the computer been tested to ensure it records and sends entries correctly?	YES	NO
9	Are there sufficient first aiders to at least meet need of the school?	YES	NO
10	Are all qualifications for first-aiders in date?	YES	NO

Summary of Actions		
FIRST AID KIT PASSED CHECK. IS ACTION REQUIRED	YES	NO
Actions required if 'YES' detail here:		

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