

Policy for



FIRST AID 2017-2018

Review Cycle:-	Annual	Date of Next Review:-	July 2018
Approver:- Chair of Governors	Signed:-  Date:- July 2017	Approver:- Head Teacher	Signed:-  Date:- July 2017

Knights Enham Nursery and Infant School

First Aid Policy

Policy Statement

Knights Enham Nursery and Infant 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 Knights Enham Nursery and Infant School is held by Elise Farzam 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 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 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 Knights Enham Nursery and Infant School there is One appointed person who is as follows:

- Elise Farzam (in her absence Leanne Hollingdale)

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 are not First Aiders and should not 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.

School First Aid Trained Staff

At Knights Enham Nursery and Infant School there are 17 school first aid trained staff who are as follows:

- Christine Blake
- Mandy Brickwood
- Faye Cohen
- Patricia Cooper
- Natalie Forsythe
- Taryn Hier
- Peggy Hodson
- Gail Hunt
- Sally Loader
- Siobhan Mills
- Rebecca Neville
- Sharon Paulley
- Tanya Storozhenko
- Mandy Sutton
- Lin Thompson
- Rachel Woods
- Angie White

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

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

At Knights Enham Nursery and Infant School there is **one** qualified first aider who is as follows:

- Leanne Hollingdale

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).

Paediatric First Aid Trained Staff

At Knights Enham Nursery and Infant School there are **six** paediatric first aid trained staff who are as follows:

- Rebecca Chipperfield
- Pauline Emans
- Liz Henry
- Siobhan Mills
- Ruci Vosakiwaiwai
- Lieske Wade

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

First Aid Provision

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

- **Six** first aid kits on the premises
 - These first aid kits will be situated at
 - Library
 - Foundation stage creative area
 - Owlets (The POD)
 - Snack Area
 - Woodpeckers creative area
 - Cookery Room
- **Eight** travel first aid kits in vehicles
 - These travel first aid kits will be located in
 - X2 with lunch staff – Lunchtime shed
 - X6 in staff room – Under sink in first aid store

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the First aid checklist file in the admin office.

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

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:

- 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
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In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident.

Parents will be notified by a copy of an accident book slip if the injury:

- requires first aid treatment

Parents will be notified by text and a copy of the accident book slip if:

CHILDREN'S SERVICES HEALTH & SAFETY

- involves a minor bump to the head that requires no further treatment.

Parents will be called and receive a copy of the accident book slip if:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital
- a more serious bump to the head
- a visible wound, cut or mark

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 parent and/or other contacts that we hold on file that have been provided to us by the parent. 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 and 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	
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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/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Any accidents which result in the injured party receiving further medical treatment will be recorded using the online Hampshire County Council reporting system.