

North Baddesley Infant School & Nursery

Policy for First Aid

This policy was agreed and formally adopted on 16.10.14

This policy will be reviewed by the governing body on an annual basis

Date of last review: September 2023



Our policy for first aid relates to other school policies and should be read in conjunction with these. Any reference to "parents" throughout the policy refers to parents, carers or anyone else with primary care responsibility for a child.

General Principles

1. Undertaking 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 arrangement as far as is reasonably practicable to children and others who may also be affected by our activities.
2. Recognising that all staff have a statutory obligation to follow and co-operate with the requirements of this policy.
3. Providing clear procedures & guidelines for managing and administering first aid safely in school.
4. Ensuring there are sufficient numbers of appropriately trained staff on duty to manage and administer first aid in accordance with the school's number and needs assessment.
5. Ensuring there are suitable and sufficient facilities and equipment available to aid the safe management and administration of first aid in accordance with the needs assessment.
6. Having clear plans and procedures in the event of an emergency.
7. Providing hospital treatment if required.
8. Assisting staff in taking reasonable actions as responsible adults acting in loco parentis until professional assistance is available.
9. Taking all appropriate measures to ensure the health, safety & welfare of the school community.

Roles, responsibilities and training

The responsibility for first aid at North Baddesley Infant School & Nursery lies with Carla Lashmar who as the headteacher is the responsible manager.

The headteacher 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.

Emergency first aiders

Identified members of staff to hold the First Aid in Schools qualification:

Helen Barnes - renewal due 2024

Kirsten Young - renewal due 2024

Sarah Celik - renewal due 2024

Tilly Meldrum -Stratton - renewal due 2024

Tracy Young - renewal due 2024
Kate Calder - renewal due 2024
Karen Bowman - renewal due 2024

Identified members of staff to hold the Emergency First Aid at work qualification:

Helen Barnes - renewal due 2024
Amy Stone- renewal due 2024

Paediatric first aiders:

Identified members of staff to hold the Paediatric First-aid qualification are:

- Tilly Stratton – renewal due 2025
- Zoe Ford – renewal due 2025
- Heidi Vince – renewal due 2025
- Becky Horn - renewal due 2025
- Jodie Kersley - renewal due 2025
- Amy Stone - renewal due 2025
- Steph Hunt - renewal due 2025

At North Baddesley Infant School & Nursery there are a minimum of 3 paediatric first aid trained staff, one of whom will be on site at any one time.

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid.

Procedures

Assessment of need

- The school will carry out a First Aid Needs Assessment to determine the first aid provision requirements for our school. This will be reviewed every three years (at the time of reviewing this policy – Last carried out September 2023) 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.

Using the needs assessment we believe we have made reasonable provision for first aid that is normally in place. In the event of any unforeseen and unpreventable circumstances where no paediatric or emergency first aiders are on site, in the event of an emergency we would call straight for an ambulance.

First aid provision

The medical area in the Woodlands Room and the main office are designated as the first aid areas for treatment, sickness and the administering of first aid. The medical area will have the following facilities:

- running water, first aid kit and chairs

The main office will have the following facilities:

- first aid kit and chairs. Running water is available in the nearby staff toilets.

The medical area will be used as the primary area for the treatment of first aid during break and lunchtime while the office will be the main site for treatment at all other times.

The Nursery building contains these same facilities and qualified first aiders so there is no requirement to attend the medical area in the Woodlands Room for the administration of first aid.

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

- 4 small sized first aid kits on the premises
 - 2 of these first aid kits will be situated in a cupboard in the medical area in the Community Room, with a third first aid rucksacks to be used on school trips. 1 will be stored in the main office and be used for administering first aid between 1.15 and 3.30pm each afternoon.
- 8 grab bags (for staff on playground duty or monitoring other external activities)
 - grab bags will be located in the cupboard in the medical area in "bum bag" style green first aid bags.
- 1 emergency evacuation pack
 - 1 pack will be located in the emergency evacuation pack in the main office
- 11 first response packs containing basic supplies
 - located in each classroom (Hazel, Elm, Maple, Pine, Willow, Birch, Oak and Hawthorn)
 - located in the hall, Lookout and library
- Additional supplies are also kept in the cupboards in the medical area.

It is the responsibility of Helen Barnes, delegated to by the appointed person, 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 to be stored in the "medical/first aid reports" file located in the main office.

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

Emergency arrangements

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

Procedure for first aid, minor injuries and a child who is unwell:

- In case of doubt, send for help and stay with the child. Ensure whoever is sent for help returns to you to confirm help is coming.

- If a child is unwell or has a minor injury during the morning they should be sent to the medical room with a Teaching Assistant (unless an adult is already present eg: playtime or lunchtime). During the afternoon (from 1:15), they should be sent to the main office.
- The table below identifies who is responsible for attending to the child's immediate medical needs and cleaning up soiled areas:

Time	Triage/assessment	Administration of first aid	Cleaning up soiled areas
Morning lessons/ assembly time	Teacher/Teaching Assistant	Class Teaching Assistant	Class Teaching Assistant
Break time	CT/staff on duty	Appointed person on duty	Appointed person on duty
Lunchtime	Midday Supervisory Assistants on duty	Identified lunch time first aider	Midday Supervisory Assistant
Afternoon sessions (1:15 onward)	Class Teacher	Admin office	Teaching Assistant

- The admin staff will contact the parent once it has been established the child is to be sent home. This is to be agreed by a senior member of staff prior to being actioned (HT, DHT, SENDCO or Year Leader).

Records

- All accidents/incidents are reported on an online form accessible from any computer/iPad in school – link named 'Accident Book'. The form details:
 - 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
- A notification of injury text message will also be sent to the parent by the main office.
- A text message will be sent to the parent of any child who has suffered a bump or injury to the head/face and is sent for medical treatment, however superficial this injury seems. The injured child will wear an identification armband to make staff aware their injury.

Contacting parents:

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident by text message if it:

- Is a minor injury that has received minor first aid.
- A bump or injury to the head or face.

Parents will be directly contacted by telephone if:

- The injury is considered to be serious and requires assessment by the parent or further possible medical treatment or assessment from a doctor.
- It requires attendance at hospital.

Procedure for contacting parents:

Via text:

- The person responsible for administering first aid will complete the online accident record form and identify whether the parent must be notified by text. The linked spreadsheet from this form is accessible by the admin team, who will in turn message the parent using the listed mobile phone number.

Via telephone:

- The person responsible for administering first aid will complete the online accident record form and inform the office as soon as practically possible when the parent must be telephoned.
- The office will attempt to contact the parents using the listed contact numbers or leave a message if they are unavailable.
- If parents cannot be contacted, and a message has been left, our policy will be to continue to periodically attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child (as required) until the parents can be contacted and arrive.
- If the child requires hospital treatment, and the parents can not be contacted prior to attendance, a nominated member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Procedure for an emergency:

- Should a child suffer any injury or illness causing concern, the parents should be notified immediately, unless they require hospital treatment. Should a child require hospital treatment, an ambulance should be called immediately and then their parent should be contacted. Staff must not take a child to hospital in their own car. If a parent or carer is unavailable a member of staff must accompany the child to hospital and stay until the parent arrives. If available, another member of staff should follow the ambulance with their own form of transport.
- Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Individual health care plans for children with complex/long term medical needs include instructions as to how to manage a child in an emergency and identify individual responsibilities.

Procedure for hygiene and infection control:

- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- Information regarding infections in school and related procedures is displayed on the Health and Safety board in the reprographics area.
- Staff must take care when dealing with spillages of blood and other bodily fluids and dispose of these using the hazardous waste disposal system located in the Staff/Visitor Toilet
- Staff to use effective barrier controls to prevent accidental contamination.
- TAs are responsible for attending to the child's immediate medical needs and cleaning up soiled areas.
- Any member of staff involved with changing/cleaning children or spillages should use appropriate protective garments and protective nitrile or plastic gloves.
- Intimate personal care will be provided to individuals needing this provided the school has parental permission (school data sheet) and the child is happy for the staff members to do so. In line with the guidance set out by the Hampshire Children's Safeguarding Board, we support the practice of staff carrying out intimate care with children alone. To protect staff from possible allegations of abuse, we do not nominate dedicated members of staff to provide intimate care. All staff must be aware at all times of the child's dignity, independence, need for privacy and self-

esteem. Children should be involved as far as possible in their own intimate care. The intimate care policy provides further details on our process around intimate care.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.