

First-Aid Guidelines

Name of Unit/Premises/Centre/School	MANOR JUNIOR SCHOOL
Date of Policy Issue/Review	Amended: 4.2.22 Reviewed: 2.3.22 Further review by: 31.3.25
Name of Responsible Manager/Headteacher	Mark Sammes
Signature of Responsible Manager/Headteacher	

Policy Statement

Manor 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.

Responsibility for first aid at Manor Junior School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

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 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.

Named staff are listed in the staffroom, Carroll Room, Office and the Annexe. 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. There may also be other duties and responsibilities which are identified and delegated to the first aider/s (eg. first aid kit inspections).

First Aid Provision

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

- 3 first aid kits on the premises
 - These first aid kits will be situated in the Office, Carroll Room and the Annexe)...
- 3 travel first aid kits in vehicles
 - These travel first aid kits will be located in the LSA cupboard

It is the responsibility of the qualified first aiders to check the contents of all first aid kits termly and record findings on the Children's Services First Aid Kit Checklist Completed checklists are to be stored in the Office.

The Carroll Room, Annexe and office are designated as the first aid rooms for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- All: first aid kits, telephones, chairs
- Carroll Room and Annexe: also have running water and fridges with ice packs

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
- If the symptoms are indicative of a heart attack or stroke

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 attendance at hospital
- is a blow or a knock to a child's head, however minor. (In addition, the child will be given a pre-printed wrist band to alert all adults to the fact the child has had a head injury during the day.)

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 30 minutes. In the interim, we will ensure that a qualified 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 member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of Hours and 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/visit 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.

Records

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 (e.g. bump on head etc)
- Treatment provided and action taken

Accidents involving adults should be recorded in the adult accident book held in the office. Minor accidents involving pupils should be recorded in the pupil first aid books held in the Carroll Room, the Annexe and the office.

For accidents to pupils requiring significant first aid or hospitalisation, there is a flow chart to follow on the H&S website to show what course of action should be taken.