

DOVER PARK PRIMARY SCHOOL



First Aid Policy

Date agreed: March 2023

Review date: March 2025

Signed: _____
Chair Board of Governors

DOVER PARK PRIMARY SCHOOL

First Aid Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	1 September 2015	AW	FGB	New Policy
2	17 October 2018	MW/AW	FGB	Reviewed
3	1 September 2021	MW/AW	FGB	Reviewed
4	March 2023	AW	FGB	Updated

Policy Statement

Dover Park Primary School will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to visitors, parents and others who may also be affected by our activities.

Responsibility for first aid at Dover Park is held by Maxine Wade, who is the Appointed/Designated Person in charge of FA and Anita Wilcox the Headteacher.

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:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises at any given time
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid
- Ensuring the above provisions and information for employees on first aid arrangements are clear and shared with all who may require them

First Aid Training

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 and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Dover Park Primary School there are 2 appointed persons who are as follows:

- Maxine Wade (Senior Administrator and senior first aider) supported by Anita Wilcox (Headteacher)

Appointed persons are in place to take charge of first aid arrangements including monitoring and looking after equipment, ensuring that the right number of staff are adequately trained, based on the school's First Aid Risk Assessment, and calling emergency services.

The appointed person at Dover Park Primary School will:

- Look after first aid equipment and facilities
- Ensure that there are the right number of first aiders on site
- Monitor training date and book refresher training
- Be responsible for calling emergency services when required
- Keep records of instances of illness or injury at work.

School First Aid Trained Staff

At Dover Park Primary School, a large number of school staff are first aid trained.

Emergency First Aiders *(Those completing an HSE approved 1-day emergency first aid course)*

At Dover Park Primary School there are 8 staff members trained in emergency first aid.

They will all 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. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

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

At Dover Park Primary School there is 1 qualified first aider who has undertaken the 3-day training course

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Dover Park Primary School there are 16 staff with paediatric first aid training.

These staff are available 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:

- 6 Large first aid kits on the premises:
 - These first aid kits will be situated at the school office, Design Studio, Food Technology area (Mezzanine), staff kitchen, kitchenette in music room and medical area by playground double doors.
 - All classrooms have a basic first aid kit in them for minor accidents.
- 3 travel first aid kit bum bags for trips or vehicles
 - They are located in the safe room opposite the office door.

It is the responsibility of Maxine Wade to check the contents of all first aid kits each half term, record findings and re-stock if necessary. Completed checklists are to be stored in the school office. A contents list will be attached to the lid of each first aid box.

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

The Accessible Facilities outside the hall is designated as the first aid area for treatment, sickness and the administering of first aid. It has a sink, a chair that can convert into a bed, first aid materials and a clinical waste bin. Some pupil medication is kept and administered in the school office. Reactive medication. Such as asthma inhalers and insulin are kept securely in the class with the child for swift access. Teachers and support staff are responsible for storing this safely so that it cannot be accessed by other pupils.

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 telephone the parent/101/for an ambulance as appropriate to the situation

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 first aid treatment (via a note home) and a phone call/text home (if bumped head)
- 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. A text may also be used.

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 will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In case of serious injuries, the employee/first aider's responsibilities are:

- In the event of serious injury, the appointed person (Maxine Wade) must be called and will take control and issue instructions accordingly
- Keep calm and ensure that the injured person/pupil is kept warm, comfortable and still
- If unconscious the person/pupil should be put in the recovery position
- The headteacher, DHT or most senior teacher must also be informed
- Telephone the parent and make arrangements for them to come to school or meet at the hospital

Ambulance Procedure:

- Dial 999 and ask for the ambulance service
- Give details of which school entrance the ambulance should use
- Give brief details of the injury and the injured person/pupil
- Arrange for a member of the admin staff to meet the ambulance and escort the crew to the location of the casualty
- If specific medical conditions/medications are known, ensure that details are ready to hand to the ambulance crew

Records

All accidents/injuries will be recorded using the school's online recording system CPOMS.

More serious accidents/injuries requiring first aid treatment are to be recorded on the IOW LA WORKRITE system 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 staff, visitors or volunteers, will also be recorded.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (and near misses) will be carried out by the appointed person for first aid as appropriate. More information about reporting under RIDDOR can be found here: <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Guidance on how to report a RIDDOR incident can be found here:

<https://www.hse.gov.uk/riddor/report.htm>

This policy should be read alongside our policies and procedures on:

- Safeguarding Policy and procedures
- Child Protection Policy
- Code of conduct for staff and volunteers
- Managing allegations against staff and volunteers
- Recording and information sharing
- Complaints
- Safer Recruitment
- E-safety
- Whistleblowing
- Anti-bullying
- Health and Safety
- Role of Designated Safeguarding Lead
- Dealing with disclosures and concerns about a child or young person
- **First Aid Risk Assessment**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.