

# Freegrounds Junior School

## First Aid Policy



Date of last review: March 2025

Date of next review: March 2026

Date approved: March 2025

Approved by: Policy working party

### Purpose

Freegrounds 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 Freegrounds Junior School is held by the Headteacher 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.
- 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 aiders 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.
- The Responsible Manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric 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.

### First Aid Training

The Headteacher/Responsible Manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric 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.

### Qualified First Aid Staff

At Freegrounds Junior School there are 2 qualified first aiders (First Aid at Work) who are as follows:

- Dawn Belcher
- Jenni Carpenter

They will be responsible for administering first aid (to adults) 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).

### **Appointed Persons**

At Freegrounds Junior School there are 3 appointed persons who are as follows:

- Dawn Belcher
- Karen Archer
- Michelle Brightwell

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services.

### **Schools First Aid Staff**

At Freegrounds Junior School there are 15 Schools First Aid trained staff. They are as follows:

- Karen Archer
- Jane Bellows
- Mel Cranston
- Sarah Gearing
- Debbie Smith
- Sam Humphrey
- Kirsten Baker
- Wendy Bhakta
- Rachel Kitcher
- Jennifer Rust
- Justine Seymour
- Helen Stewart
- Carly Wheeler-Bailey
- Katie Whettingsteel
- Bella Caesar

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 adults. 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 Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

### **Paediatric First Aid**

At Freegrounds Junior School there are 3 Paediatric First Aid trained staff who are qualified to administer first aid to children aged 5 and under. They are as follows:

- Michelle Brightwell
- Emma-Jane Brightwell
- Nikita Arnold

## First Aid Provision

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

- \* 5 first aid kits on the premises - These first aid kits will be situated in the office and in every shared area.
- \* 4 travel first aid kits - These travel first aid kits will be located in the school trip backpacks and on the school minibus.

It is the responsibility of the qualified first aiders/appointed persons, to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored electronically on the school network in the medical folder.

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

## Emergencies

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.

An ambulance is always to be called 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 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 notify parents by email notification from Medical Tracker and contact using all telephone numbers available, if their child's accident is:

- considered to be a serious injury
- requires attendance at hospital

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 the event that parents cannot be contacted and a message has been left, our policy is to continue to 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 until the parents can be contacted and arrive (as required).

At Freegrounds Junior School, we have defined accidents as follows:

	<b>Type of injury</b>	<b>First Aid administration</b>	<b>Recording</b>
<b>Tier 1</b>	Minor cuts, grazes, bruises, red marks etc.	First aid administered by a first aider	Recorded on Medical Tracker by first aider who administered first aid, email notification sent to parent/carer
<b>Tier 2</b>	Minor head bumps Twist or sprain	Injury assessed and first aid administered by first aider	Recorded on Medical Tracker by first aider

			who administered first aid, email notification sent to parent/carer. Yellow 'head bump' wrist band given (for head injuries).
<b>Tier 3</b>	Serious head injury Serious Twist or sprain Significant bruising	Injury assessed and first aid administered by first aider	Recorded on Medical Tracker, by first aider who administered first aid, email notification sent to parent/carer. Phone call home to parent/carer to inform them of injury and arrange collection if required.

### Records

All accidents requiring a first aider to administer treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

### Defibrillator

The school had a defibrillator that is available to use should the need arise. This is located in the School office.

### Governors

Any Tier 3 injuries will be reviewed with our Health and Safety Governor and every half term, our Health and Safety Governor will review all injuries recorded on Medical Tracker to identify any patterns.