

First Aid Provision in Swanmore Primary School

First Aid is the initial management of an injury or illness suffered at work or school. It is administered to minimise the consequences of injury and illness and to preserve life until professional medical assistance can be obtained. It is also the treatment of minor injuries that would otherwise receive no professional treatment by a doctor or a nurse. It does not include the giving of tablets or medicines to treat illness.

Minimum First Aid Provision

- Suitably stocked first aid containers
- An appointed person to take charge of first aid arrangements
- Information about provision

The absolute minimum provision is an 'appointed person' to take charge when someone is injured or becomes ill. This person does not have to be formally trained but needs appropriate information and instruction. It is recommended that each school has a sufficient number of suitably trained staff available.

A 'First Aider' is a person who holds a current first aid certificate issued on completion of a training course approved by the Health & Safety Executive. This is normally a four-day course and certificate valid for 3 years. Refresher training normally last two days.

An 'Appointed Person' is one designated to take charge of the situation (e.g. call an ambulance). Ideally appointed persons should receive training in emergency first aid. Courses normally last four hours and can be school based.

Duties of First Aiders and Appointed Persons

- Take charge when someone is injured or becomes ill
- Render first aid within the limitation of training received and as appropriate in the circumstances
- Arrange to call an ambulance or other professional medical help if necessary
- If appropriate, arrange for next of kin to be contacted, and if contact cannot be made, arrange for somebody to accompany injured child to hospital
- Maintain simple records of all first aid provided
- Ensure first aid boxes and travelling first aid kits are kept stocked with sufficient quantities of suitable materials and nothing else

Swanmore Primary School will:-

- Adhere to the duties of First Aiders and Appointed Persons as above, within the limitations of training.
- Sit with injured child as deemed necessary until next of kin or emergency contact arrives.
- Keep next of kin fully and appropriately informed.