



FIRST AID POLICY

Swanmore C.E. (Aided) Primary School

Vision Statement

Swanmore Church of England Primary School's Christian values of Honesty, Charity and Respect strive to develop children in to caring, reflective and proactive individuals; aspiring for the greatest achievement in all they do, seeking to improve themselves and the world around them.

Policy Statement

Swanmore C.E. (Aided) Primary 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 Swanmore C.E. (Aided) Primary School is held by John Paterson, Headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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.

School First Aid Trained Staff

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

At Swanmore C.E. (Aided) Primary School there are three qualified first aiders who are as follows:

- Gina Hobbs, Admin Assistant (4th March 2021 – 3rd March 2024)
- Naomi Hunter, Teaching Assistant (23rd November 2022 – 22nd November 2025)
- Bev Smither, Senior Supervisory Assistant (4th March 2021 – 3rd March 2024)
- Emily Baker, Admin Assistant (7th December 2022 – 6th December 2025)

They will 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. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At Swanmore C.E. (Aided) Primary School there are two paediatric first aid trained staff who are as follows:

- Helen Case, Teaching Assistant YR (15th June 2021 – 14th June 2024)
- Gina Hobbs, Admin Assistant (4th March 2021 – 3rd March 2024)
- Lara Merrick – YR Teacher (1st June 2023 – 31st May 2026)

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

Emergency First Aid at Work (Schools)

At Swanmore C.E. (Aided) Primary School the following staff have attended the Emergency First Aid at Work (Schools) training:

- Sue Collins – HLTA (14th June 2022 – 13th June 2025)
- Bex Parker – DHT (14th June 2022 – 13th June 2025)
- Katherine Burdett – SENCO (14th June 2022 – 13th June 2025)
- Tony Hughes – Teacher (14th July 2022 – 13th July 2025)
- Lara Merrick – Teacher (14th July 2022 – 13th July 2025)

Mental Health First Aid Champion

At Swanmore C.E. (Aided) Primary School the following member of staff has attended the Mental Health First Aid training:

- Tanya Clay, Admin Assistant (22nd February 2021 – 21st February 2024)

First Aid Provision

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

- Two first aid kits on the premises plus two travel size kits
 - These first aid kits will be situated in the Medical Room and in the Disabled Toilet in the KS2 Block

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits after every trip and every term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the Medical Room Checklists folder.

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

The Medical Room (opposite school office) is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bed, seating, blankets, running water, first aid kits, children's medication, cordless telephone in the school office opposite

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

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
- 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.

In the event that parents can not 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 can not 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.

Out of hour 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.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the School Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the off-site risk assessments. 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 (eg. bump on head etc)
- Treatment provided and action taken

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| Date of Policy Issue/Review: | May 2023 |
| Reviewed and Approved by Health & Safety Committee: | 3 rd May 2023 |
| Approved by Full Governing Body: | 16 th May 2023 |
| Review date: | July 2024 |

Appendix A – First Aid Process Flow Chart

