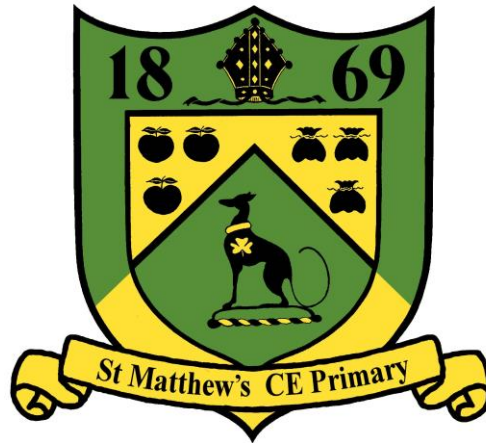


# St Matthew's C.E. Primary School



**Policy and Procedures for**

## **First Aid**

**Review date: Summer 2025**

*He gave him first aid, disinfecting and bandaging his wounds. Then he lifted him onto his donkey, led him to an inn, and made him comfortable.*

*Luke 10 verse 34*

*Respect, Faith, Friendship, Achievement*

## **Introduction**

St Matthew's Church of England 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.

Linsey Searle is the person responsible for overseeing first aid in the school.

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:

- Regular assessment of first aid needs to determine the first aid provision requirements for our premises.
- 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 pediatric first aid trained staff are nominated and that they are adequately trained to meet their statutory duties.

## **Appointed Persons**

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

At St Matthew's School there is 1 appointed person: Linsey Searle

**Emergency First Aiders** *(Those completing the HSE approved 1/2-day emergency paediatric first aid course)*

At St Matthew's there are 13 emergency first aiders who are as follows:

Mandy Burgess, Nicky Hillier, Maria Knights, Nesta Lund, Linsey Searle, Liz South, Lisa Simpkin, Gill Stocker, Ruth Taylor, Nicola Wheeler, Penny Wilson, Becky Manning and Clare Woods.

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

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

Linsey Searle attended training in October 2022.

She is responsible for administering first aid, in accordance with her 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 Aiders**

At St Matthew's the Emergency First Aiders completed the ½ Paediatric First Aid Course.

**Defibrillator First Aiders**

At St Matthew's there are 13 defibrillator trained first aiders as follows

Christine Buchanan, Nicky Hillier, Linsey Searle, Liz South, Nicola Wheeler, Lisa Simpkin, Sean Harris, Mandy Burgess, Penny Wilson, Ruth Taylor, Clare Woods, Nesta Lund and Maria Knights

**First Aid Provision**

- First aid supplies will be on the premises. These first aid kits will be situated at:
  - Staffroom (outside kit)
  - Meeting Room (Off site kits and main supplies)
- One first aid kit to be taken outside before school 8:30am-8:45am, during lunchtimes and at morning break.

- Travel first aid kits to be taken off site on trips according to numbers of children/staff. These will be located in the meeting room.
- All first aid to be numbered and recorded as such on the First Aid Check list.
- Small packs of plasters & dressings in each classroom
- It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every week and record findings on the First Aid Kit Checklist.
- A whistle is located in the main first aid kits to summon further assistance if required.

### **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.

### **When 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, difficulty breathing
- Whenever there is the possibility of a fracture or where this is suspected,
- Profuse bleeding
- **Whenever the first aider is unsure of the severity of the injuries**
- **Whenever the first aider is unsure of the correct treatment**
- **If in doubt, call 999 and seek advice**

**A phone from the office should be brought to the first aider to ensure correct information is shared with 999**

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 cannot be contacted and a message has been left, our policy will be 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).**

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.

### **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/pediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Date of Approval of Policy: May 2024

Date for Review: Summer 2025