



**Ashley Junior School**

**Updated July 2019  
Written by Ian Rix  
Next update July 2022**

### Introduction

#### Policy Statement

Ashley 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 Ashley Junior School is held by the 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 (CSAF-002) 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 and school 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.

#### Appointed Persons

At Ashley Junior School there are appointed persons who are as follows:

STAFF	POSITION	QUALIFICATION
Louise Bowdidge	LSA	Basic First Aid
Stella Cheesman	Home/School Link & Mental Health	Basic First Aid
Tina Carey	LSA	Basic First Aid
Paul Cousins	Cover Supervisor/IT Manager	Basic First Aid
Fiona Fishwick	LSA	Basic First Aid
Sophie Jeffery	LSA	Basic First Aid
Lisa Locke	Finance Officer	Basic First Aid
Derek Tinsley	SIMs Officer	School's First Aid

## Ashley Junior School First Aid Policy

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..

**Note:** Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

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

At Ashley Junior School there are two qualified first aiders who are as follows:

- Debbie Miller and Chloe Moore

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. Qualified First Aiders are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

### **First Aid Provision**

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

- Four first aid kits on the premises
  - These first aid kits will be situated at :- School Office, Caretakers Office, Room 9 (Canaries class), Upper School corridor
- Three travel first aid kits for vehicles
  - These travel first aid kits are located in the school first aid cupboard

It is the responsibility of Debbie Miller to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the school office filing cabinet

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

The 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/chair
- First Aid kit
- Telephone

### **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

## Ashley Junior School First Aid Policy

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

**Next Review: July 2022**