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# **First Aid Policy**

**2024 – 2026**

Reviewer:	Business Manager
Review date:	July 2024
Approved:	July 2024
Next review:	June 2025

# **I. 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
- 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 Form
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment Form
- Ensuring the above provisions are clear and shared with all who may require them

## **2.0 First Aid Training**

The responsible manager will ensure that appropriate numbers of school First Aid at Work, Emergency First Aid at Work, ITC Outdoor Leader and Sports First Aid staff are nominated, as identified by completion of the First Aid Needs Assessment Form, and that they are adequately trained to meet their statutory duties.

### **2.1 School First Aid Trained Staff**

At Eggar's School there are 197 school Emergency First Aid trained staff whose names can be located in the Accident Reporting file in the School Office and on the Staff Room Notice Board.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its students. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. 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 Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children.

### **2.2 Emergency First Aiders**

(Those completing the REGULATED approved 1-day emergency first aid course)

At Eggar's School there are 7 emergency first aiders. 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 (e.g. first aid kit inspections).

### **2.3 Qualified First Aiders**

(Those completing the REGULATED 3-day first aid course)

At Eggar's School there are 2 qualified first aiders. 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 (e.g. first aid kit inspections).

## **2.4 Sports First Aiders**

At Eggar's School there are currently 5 Sports first aiders.

## **2.5 ITC Outdoor First Aid**

At Eggar's School there are 7 members of staff with this qualification.

## **2.6 First Aid Provision**

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

- 13 first aid kits on the premises and are located in the following areas:
- Site Team office
- Technology Department (2 kits)
- Geography Department
- Science Department
- PE Department (3 kits)
- MFL Department
- Maths Department
- ICT Office
- Medical room
- Refectory
- 1 travel first aid kit kept in each School minibus
- 5 further travel first aid kits kept in the Medical Room for school trips

It is the responsibility of the emergency/qualified first aiders to check the contents of all first aid kits every school term and record findings on the First Aid Kit Checklist as per BS8599 guidance. Completed checklists are to be stored in the Health & Safety file (located in Reception).

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

The Medical Room, located in student services adjacent to the School Office, is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- Bed
- running water
- first aid kit
- chairs
- lockable fridge for safe storage of medicines

## **2.7 Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider 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 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
- is any kind of head 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 every hour. In the interim, we will ensure that the qualified first aider or another member of staff checks 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/another member of staff will accompany the child to hospital, if required, and remain with them until the parents can be contacted and arrive at the hospital.

## **2.8 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
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

## **2.9 Bumped Heads Procedure**

Incidents involving head injuries are reported to parents/carers by Lucy Woodruff, Welfare Officer. Additionally, teachers are advised via email from Lucy Woodruff when a student receives a bump to the head so they can watch out for any erratic behaviour. This includes any head bump incident after which the student remains in school and which does not appear to warrant immediate medical attention, so that staff can be vigilant in case students subsequently display any unusual behaviour.

## **2.10 Automated External Defibrillators (AED)**

The school has three defibrillators: one (internal) in Reception, one (external) Sports Hall, one in the first aid room (internal). The DfE Guidance for Schools 2023 document is followed for installation, registration, staff training and maintenance.