

## **First Aid Policy**

### **Rationale**

The Hamble School complies with the Children's Services Safety Guidance Procedure (First Aid) Legislation with regard to the provision of first aid for all employees and follows best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities. The final responsibility for first aid at the school is held by the Headteacher but the day to day management is undertaken by the designated and suitably trained support staff within Student Wellbeing and Support. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Purpose**

The purpose of this policy is to ensure that there is a plan in place for how first aid and accidents are managed and to ensure that employees are aware of their responsibilities and the first aid arrangements.

### **Broad Guidelines**

**To ensure good practice and compliance with the necessary regulations, the school will:**

- Carry out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- Ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Use the Children's Services First Aid Needs Assessment Form (CSAF-002) to conduct the First Aid Needs Assessment for the site.
- Ensure that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensure that there is a sufficient number of first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensure the above provision is clear and shared with all who may require them.
- 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.

### **Roles and Responsibilities**

**To meet the regulatory requirement, the school will:**

- Ensure that a list of qualified First Aiders and Emergency Aid staff is displayed in all key staff areas: staff room, PE office, Technology office, Science office and Student Wellbeing and Support. They will be responsible for administering first aid, in accordance with their training, to those who 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).

- Ensure that first aid kits are situated at the following departments: **3 in Student Wellbeing and Support ready for offsite activities, Science Prep Room, Admin Office, PE Office, Technology Office and Food Technology Dept.**
- Provide and maintain travel first aid kits in both the school mini buses.
- Ensure that the emergency/qualified first aiders/appointed persons check the contents of all first aid kits every 6 months and record the findings on the Children's Services First Aid List Checklist (CSAF-003). Completed checklists are to be stored in the Student Wellbeing and Support department.
- Ensure that the contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.
- Maintain a designated room within the school which is the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities: first aid kit, running water, telephone and chair.

## **Procedures**

### **Emergency Arrangement**

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 principle 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 a student suffering from a severe illness and the school is unable to contact parents.

In the event of an accident involving a student, where appropriate, it is the school's policy to always notify the parents of the student's accident if it:

- Is considered to be serious (or more than minor) injury.
- Requires first aid treatment.
- Requires attendance at hospital.
- In the event of an injury caused by another student.
- If the accident happens off-site, then the school mobile should be used.

The school procedure for notifying parents/carers will be to use all telephone numbers available to contact them and leave a message should they not be contactable.

In the event that parents cannot be contacted and a message has been left, school policy will be to continue to attempt to make contact with the parents every hour (Student Wellbeing and Support/Admin Office). In the interim, the school will ensure that the qualified first aider, appointed person or another member of staff remains with the student until the parents can be contacted and arrive (as required).

In the event that the student 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 student to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Recording**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

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

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| Title of Policy             | First Aid Policy |
| Review Cycle                | 3 Years          |
| Policy reviewed by          | MBE              |
| Committee responsible       | FP&S             |
| Statutory/Discretionary     | Statutory        |
| Date of latest FGB approval | 17 May 2022      |
| Date of next review by FGB  | June 2025        |