



# First Aid Policy

Date: September 2024

Due for Review: September 2025

## POLICY STATEMENT

Ottershaw Christ Church C of E Schools 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 our schools is held by the Headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Health & Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## AIMS AND OBJECTIVES

Our first aid policy requirements will be achieved by:

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

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, and that they are adequately trained to meet their statutory duties.

## Appointed Persons

At Ottershaw Christ Church c of E Schools there two appointed and fully trained persons at each school who are as follows:

**Infants: Elizabeth Avenelle and Sarah May**

**Juniors: Caroline Murdoch, Kayleigh Clark, Daisy Blanchfield and Sarah Gillman**

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. They are also responsible for checking that stocks of supplies are kept up to date and checked every half term.

One of the above appointed persons will always be available onsite during the school working day (but not for after school clubs or out of hours activities – these providers confirm that they have their own trained and appointed staff and resources).

In addition, we have trained paediatric first aiders based in the Early Years Department at the Infant School who are: **Dawn McFetridge and Rebecca Yeates and Hayley Waters**

We also keep an up to date training record for all members of staff with regards to First Aid Training, including First Aid at Work, Emergency First Aid (Educare) and Epi-Pen Administration.

### **Resources and Procedures**

The school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room at each school has the following facilities:

- chairs, first aid kit, telephone, access to running water

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 judgment 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 anaphylactic shock

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 more serious first aid treatment
- requires attendance at hospital
- involves a head injury, even a minor bump

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, 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.

Any child suffering from a head injury during the school day will wear a 'I bumped my head' sticker to alert all staff and adults collecting at the end of the school day.

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 (e.g. bump on head etc)  
Treatment provided and action taken

All accidents are recorded in the Accident file.

### **General classroom and Playground Accidents**

Not all knocks in class or at playtime or lunchtime on the playground require the attention of an appointed person. When a child falls over or bumps in to something, the staff on duty should check that the child is ok and hasn't suffered any injury. If a child needs additional monitoring or first aid, they should then be escorted to the medical room for attention.

### **School Trips and Visits**

Whenever children are escorted off the premises, they must be adequately supervised and have sufficient staff/other adult ratios to ensure their safe care.

It is the class teachers' responsibility to ensure that, when planning a school trip:

- They have adequate staff/other adult ratios
- They each have a fully stocked emergency aid kit
- They have all additional medication needed (e.g. asthma pumps, EpiPen)
- They have a bucket, sick bags, chemical ice pack, paper and pen to record incidents
- They have access to emergency contact information and a school mobile phone
- The trip risk assessment has been approved by a member of the SLT, shared with adults supporting the visit (and children as necessary) prior to departure and filed with the school office.

This policy will be reviewed bi-annually by the LGC, or sooner if an incident of significance occurs.