



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	First Aid Policy
DATE AGREED:	August 2024
REVIEW DATE:	August 2027

First Aid Policy

Holy Cross 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.

Responsibility for first aid at Holy Cross Church of England Primary School is held by Miss Rebecca Thorne, supported by other members of staff who have received Emergency First Aid training. 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 (following the Norfolk LA agreed assessment form F608) 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 following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aiders 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 First Aid Training

The Headteacher will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

Appointed person

The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. You must see that appointed persons are instructed on and clear about their duties.

Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

First Aid Provision

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

- First Aid boxes to be located at key points around the school site. There is a first aid kit located in every class, in the kitchen upstairs and on in the First Aid cabinet in the main corridor by the sink. The key to open this box is hung next to it.
- Travel first aid kits are available when a trip is arranged.

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every week, replenish the necessary stock and make the Headteacher aware of any potential problems.

Emergency Arrangements

Following 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 should always call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture/break 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 injury or condition. 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 as regularly as possible. 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 in the ambulance (and under no circumstances in a staff vehicle) and remain with them until the parents can be contacted and arrive at the hospital. In these circumstances, the accompanying adult must be fully aware of the specific medical and religious needs of the child. If they are unsure, the Head teacher should be contacted in all circumstances, to verify the latest information regarding the child.

Records

All significant accidents/incidents requiring first aid treatment are to be recorded on SmartLog with (at least) the following information:

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

Parents are notified electronically of any first aid; this can be followed up by a conversation in person should the first aider feel this is necessary.