



# Wildground Federation

## First Aid Policy

**All children have the right to the best health care possible. Article 24, UNCRC**

### Policy Statement

Wildground Federation 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 Wildground Federation is held by the Executive Head Teacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Hampshire County Council corporate procedure: First Aid and in line with any government statutory or legal requirements.

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 annually 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
- 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 staff, as identified by completion of the First Aid Needs Assessment, are adequately trained to meet their statutory duties.

### **First Aid in School & Appointed Persons**

At Wildground Federation all those trained in First Aid in School & Appointed Persons are displayed in both medical rooms.

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. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. 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

### **Emergency First Aid at Work**

At Wildground Federation all those trained in Emergency First Aid at Work are displayed in both medical rooms.

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).

### **Paediatric First Aid Trained Staff**

At Wildground Federation all those trained in First Aid in Paediatric First Aid are displayed in both medical rooms.

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

### **Supporting Children with Medical Conditions Trained Staff**

At Wildground Federation there are also staff qualified in the management and administration of medicines trained staff.

#### **❖ FIRST AID PROVISION:**

Across the Federation we have first aid kits in Nursery, the infant medical room, the junior medical room and the minibus to ensure there is ease of access at all times. There is also first aid provision on the playgrounds at break and lunchtime to support with managing minor cuts and grazes.

It is the responsibility of the Emergency First Aid at Work Place first aiders to check and replenish the contents of all first aid kits every term and record findings. Completed checklists are to be stored in the federation office.

The medical room in both schools 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 with pillow and blanket
- running hot and cold water
- cups for drinking water
- first aid supplies
- medical details for children for children across the Federation
- copies of Health Care Plans for children across the Federation
- fan

- chair
- close proximity to front door for access and on ground floor
- hand washing facilities

#### ❖ **BREAK AND LUNCHTIME:**

At break and lunchtime there is an emergency first aid bag that can go outside in the event of it being needed.

The bag contains:

- plastic sheeting
- blanket
- instant ice pack
- first aid supplies
- gloves

There is also a first aid box to manage minor grazes and cuts with these incidents still be recorded.

#### ❖ **EMERGENCY ARRANGEMENTS:**

As a Federation there are a number of defibrillators and their location is shown on the list of first aiders and provision in both medical rooms.

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/111/parent 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
- Any circumstance as required in a child's Health Care Plan or if needed by a staff member or volunteer as assessed in their vulnerable person's risk assessment

In the event of an accident involving a child, where appropriate, it is our policy to notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires significant first aid treatment
- requires attendance at hospital
- at the request of parent or carer
- a head or groin injury

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 until contact is made. 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.

#### ❖ **OUT OF HOURS AND EDUCATIONAL VISITS:**

The first aid arrangements for all school managed and organised out of school activities (clubs, sport competitions and summer fayre) are considered in this policy. On occasions where there may be the need for additional provision (e.g. residential) the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the Federation Bursar who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the risk assessments stored on EVOLVE. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

#### ❖ **RECORDS:**

All accidents requiring first aid treatment are to be recorded with the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or person dealing with the incident
- Date of the accident and time
- Type of accident (e.g. bump on head etc)
- Location of incident (e.g. playground)
- Completion of a body map
- Treatment provided and action taken

If a child sustains a head injury, then a wrist band will be worn by the child so they can be monitored throughout the day. A red note will be sent home as a record for some injuries.

#### ❖ **ASTHMA:**

In the infant medical room, the Head of School JUN office and on the minibus there is an emergency salbutamol inhaler for any child known to have asthma but doesn't have their inhaler or theirs has run out.

Inhaler for children in Nursery, Owls and YR to Y5 are kept in a green drawstring bag in their classroom with a copy of their asthma care plan. Y6 keep theirs on them to promote independence and self-management in readiness for secondary school.

Anytime an inhaler is administered or used, a record is kept on the child's medical form kept with their inhaler.