



First Aid Policy

Date	Section of Policy	Amendment
April 2023	Page 2	Named First Aider Changed for responsible for monitoring & maintenance of First Aid boxes
April 2023	Page 3	Changed to state that accident form is completed not sent home
May 2023	Page 1	Addition of "Approved" & "Last Reviewed"
May 2023	Page 2	Addition of paragraph regarding Defibrillator
May 2023	Page 3	List of first aiders updated to identify whether they are Full First Aid or Paediatric First Aid trained
June 2023	Page 3	Update to add new Paediatric First Aider to list

Approved on:

Last Reviewed on:

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for Schools & the Statutory Framework for the Early Years Foundation Stage.

The location of First Aid Kits in school are: Mini Bus, All Classrooms, Reception, Small & Large Halls, Hydrotherapy Pool, Sensory Room, Soft Play, Assisted Bathrooms and Site Manager's Office.

Contents of the kits will be checked on a regular basis by Gemma Jackson-Smith (Named First Aider).

Training on First Aid will be undertaken every three years by nominated staff.

Emergency First Aid at Work training takes place at Delamere on alternate years to give as many staff as possible a basic level of knowledge to cover all but the most serious accidents.

The Head Teacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid
- Those employees with qualifications in first Aid
- The location of First Aid kits

All members of staff will be made aware of the school's First Aid Policy .

Off Site Activities

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication including inhalers, epi-pens. A person who has been trained in first aid will accompany all off site visits where deemed necessary. In the case of off-site visits for any Early Years Pupils please refer to paragraph "Statutory Guidance Requirements for Early Years Foundation Stage" in this policy.

Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees;

- An accident that involves an employee being incapacitated from work for more than three consecutive days
- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR;

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or:
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head Teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Pupil accidents involving their head

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, parents or guardians will be informed immediately & an accident report form completed

Transport to hospital or home

- The Head teacher will determine what is a reasonable action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, a First Aider will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide for a member of staff to accompany the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used
- No individual member of staff should be alone with a pupil in a vehicle
- The second member of staff will be present to provide supervision for the injured pupil.

Statutory Guidance Requirements for Early Years Foundation Stage

In line with the current guidance Delamere School ensures that:

- At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children from Early Years Foundation Stage are present.
- A paediatric first aider must accompany children on outings (there must also be a paediatric first aider available for any remaining Early Years children at school)

Defibrillator

A defibrillator (Automated External Defibrillator or AED) is available on-site & is located in the main school office. If a person suffers a cardiac arrest the emergency services must be contacted on 999. The defibrillator is for use under advice/instruction from emergency services only. The defibrillator and pads are checked by an appointed member of staff.

Staff trained in First Aid

Appointed Full First Aid Trained Staff

- Gemma Jackson-Smith – (appointed person responsible for monitoring & maintenance of First Aid boxes & defibrillator).
- Sally Judge – (designated First Aider for staff).
- Konrad Fleming – (designated First Aider for Contractors, Visitors, Parents etc who are present in school).
- Angela Elphick-Moores – (designated First Aider for over the lunchtime period)
- Jane Hodgkinson – (designated First Aider for children in Keystage 1)
- Claire Hopkins
- Claire Firth

Paediatric First Aid Trained Staff

- Rachel Pender – (named First Aider for children in Early Years)
- Charlie Jones – (named First Aider for children in Keystage 2).
- Catherine Jones
- Kerry Mitchell
- Rebecca Sutton
- Louise Pickens
- Ben Brown
- Ashlea Whiteley
- Lauren MacLeod

Outdoor and Forest School First Aid

- Ben Brown

Covid Amendment: All First Aid Boxes to be supplied with a minimum of 2 disposable facemasks and 1 disposable face shields for performing CPR.