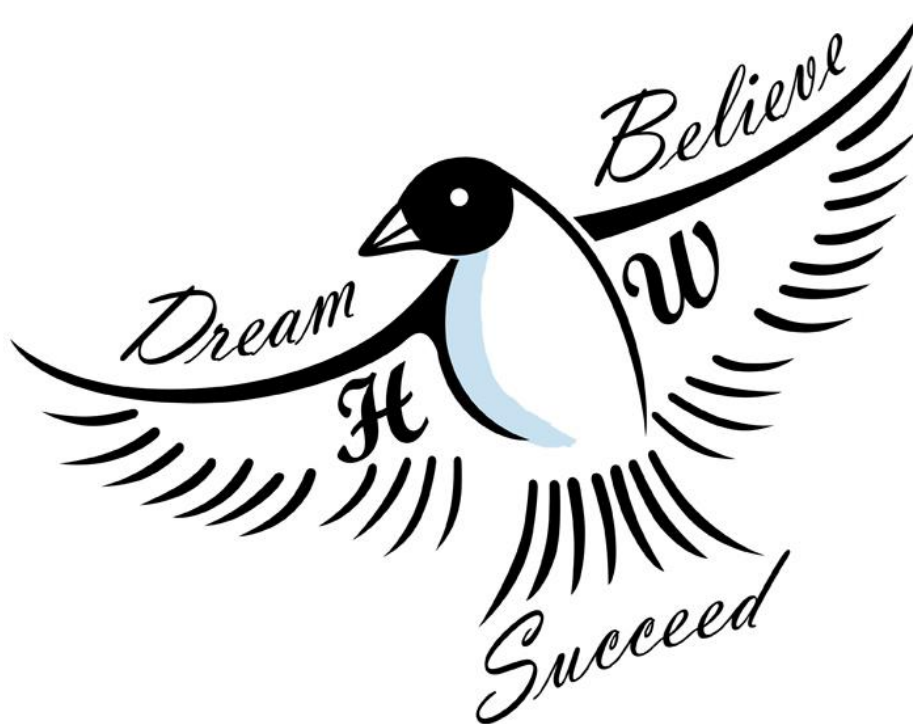




THE HASELWORTH WAY P012

GOSPORT



HASELWORTH PRIMARY SCHOOL FIRST AID POLICY

In line with HCC first aid guidance for schools

Policy approved:	September 2020	FGB
Signed:	<i>N Jones</i>	Headteacher
Signed:	<i>C Roast</i>	Chair of Governors
Date of next review:	Spring 2021	Annually
Monitored and evaluated by:	School Business Manager	Termly



FIRST AID POLICY

Introduction

Policy Statement

Haselworth 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 Haselworth Primary School is held by **the Headteacher, who is the responsible manager.**

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. 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 yearly 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 yearly and updated if required by the appointed first aider and governing body or following any significant changes that may affect first aid provision.
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site and a copy of this is located in the first aid file in the school office and is available to view via the teachers pool on the shared drive.
- 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. It is the responsibility of the Appointed First Aider to ensure that training for first aid is kept up to date and training is renewed when required.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment. It is the responsibility of the appointed first aider to ensure that sufficient first aid equipment is available in school by carrying out termly stock checks of the first aid stock cupboard and ordering when required.
- Ensuring the above provisions are clear and shared with all who may require them. All staff have been asked to read the first aid policy.
- Appointed first Aider and Health and Safety Co-ordinator to annually review the first aid arrangements using the school Health and Safety Management tool.
- The Governing body to review the school's first aid needs and monitor and audit this annually, particularly after any changes to ensure that the provision is adequate and standards are being met.

First Aid Training

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, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Haselworth Primary School there is two appointed persons who are as follows:

Emma Cox



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Julie Jackson

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.

Note: *Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.*

Emergency First Aiders (Those completing the HSE approved 1-day emergency first aid course)

At Haselworth Primary School there are 15 emergency first aiders who are as follows:

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. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

- Mary Leask
- Emma Cox
- Sian Hosmer
- Mags McDougall
- Amanda Falkes
- Rachel Corner
- Kate Seager
- Suzanne Rix
- Penny Woodhouse
- Zoe Flanagan
- Sarah Lakey
- Julie Pompa
- Ruth Faye
- Julie Millard
- Suzanne Rix

Paediatric First Aid Trained Staff

At Haselworth Primary School there are 7 paediatric first aid trained staff who are as follows:

- Emma Cox
- Julie Daniels
- Jennie Foster
- Julie Jackson
- Amanda Falkes
- Sarah Lakey
- Penny Woodhouse

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.

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

- One first aid kit is situated at the Main Office.
- One first aid kit is situated in the Children's kitchen.



- One first aid kit is situated in each classroom.
- Ten travel first aid kits.
 - These travel first are located in the classrooms for break time and lunchtime supervisors.
- One Sports Medical Bag.
 - Located in the main office.

It is the responsibility of the appointed person to check the contents of all first aid kits termly and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the first aid file in the Main Office. Responsibility to regularly check first aid kits located in the classrooms lies with the staff working in the classes and the staff using them at break and lunchtimes. If first aid kits need replenishing then stock is located in the first aid stock cabinet in the school office for all staff to use.

The contents of first aid kits are listed on a contents sheet located in the first aid kits and bags.

The Main Office 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:

- First aid kit, telephone, emergency contact numbers and chair.

De-fib locations have been listed and displayed around the school.

First Aid Provisions during Covid 19 pandemic:

Break and Lunchtime – First aid will be carried out outside by the designated member of first aid trained staff. First aid can also be carried out via the school office team when required.

If a child reports a high temperature, a digital thermometer is available from the school office. Disposable ear buds are available and must be disposed of after use.

Possible Infection: What if staff or pupils are displaying symptoms of Covid?

- Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and
 - Anyone developing Covid 19 symptoms during the school day MUST BE sent home.
 - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they should be moved to the Confidential Room (Medical Isolation) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom, it must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More



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information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
- Hand sanitiser dispensers have been installed around the school for children, staff and visitors to use.

Personal Protective Equipment (PPE) to be used when administering first aid.

The PPE that should be used. When carrying out first aid on a child is as follows:

- A face mask should be worn if a distance of 2 metres cannot be maintained
- If contact is necessary, then gloves, an apron (if necessary) and a face mask should be worn.
- If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn.

Emergency Arrangements	
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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 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 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 first aid treatment
- requires attendance at hospital



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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 can not 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 hour and Trips	
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The first-aid arrangements for all school managed and organised after school activities (parents' evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision, 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 Governing Body 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 trip risk assessment forms. These are reviewed by the Trip Leader prior to each trip/visit that takes place and the level of first-aid provision is also reviewed by the Trip Leader 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	
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All accidents requiring first aid treatment are to be recorded within a 24 hour period 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

Reporting procedure

This is in accordance with Hampshire County Council's (HCC) Health and Safety accident/incident, near miss and dangerous occurrence investigation and reporting procedure.

1.1 Immediate Actions

1.1.1 First Aid - Immediate first aid should be administered and where necessary medical help obtained. HCC maintains competent first aid trained staff who should be called upon to lead on first aid.

1.1.2 Make Safe - Following any accident HCC staff should take action to control risk and prevent others being harmed.

1.1.3 Call for assistance from the Health and Safety team where necessary by phone.

1.2 Recording the accident

1.2.1 All incidents including accidents and near misses must be recorded as soon as possible by the School Business Manager using the online form on the Hantsnet Health and Safety pages.



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Please give full details to avoid the need for clarification, but if some information is unknown please note this on the form and continue.

1.2.2 Information will be automatically escalated, to departmental health and safety teams for appropriate action. Significant incidents will be triaged to determine what action is suitable to support local management, and to determine if it is necessary to submit a RIDDOR report to the Health & Safety Executive (HSE).

1.2.3 Every accident report will be automatically given a unique number (preceded by HSAR) which should be included in all associated documents. Schools should save all documents using the unique accident number in their normal filing system.

1.2.4 Where necessary the departmental health and safety team will be able to assist areas where there is no or limited internet access with the provision of a paper recording system to record the information temporarily.

1.3 Local Investigation

1.3.1 All incidents must have a local investigation completed by the Headteacher.

1.3.2 Full investigations may follow from triage (these will be carried out by your departmental health and safety adviser) but most incidents will only require a local investigation by the local manager.

1.3.3 Local Investigations should be relatively simple, recorded briefly and completed on the electronic report form; a link to the form will be automatically emailed to the manager reporting the accident. Conclusions of the local investigations should be recorded and submitted within 10 working days of the incident, sooner if possible.

1.3.4 Information recorded will be used to recognise accident trends allowing better targeting of risk reduction. Reports will also be sampled to learn about specific issues and monitored to ensure investigations are suitable and sufficient to enable learning and risk reduction.

1.3.5 Although attendance of an accident investigation course may be beneficial it is not required before investigating. The local investigation is likely to be simple and straightforward and not require specialist investigation knowledge or techniques.

1.4 Reporting to HSE – RIDDOR

1.4.1 Local Managers only need to follow the internal reporting process and **should not contact HSE directly.**

1.4.2 The Departmental Health and Safety Team member will ensure the nominated and competent team member will complete any required RIDDOR reports and communicate with HSE. The local manager will be informed if a RIDDOR report is submitted.

1.4.3 The accident report form is likely to give enough information to enable most reports to be made, but in some situations the health and safety team member may request further details.