



## Ranvilles Junior School First Aid Policy

### 1. **ACCESSIBILITY**

This policy is available in large print or Immersive Reader. Please contact the school office who will be happy to arrange this for you.

### 2. **PURPOSE OF POLICY**

This policy sets out the minimum standard requirements regarding First Aid provision at Ranvilles Junior School.

### 3. **APPROVAL**

Approval date: March 2024

Date of review: March 2025



#### **4. INTRODUCTION**

Ranvilles Junior 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 Ranvilles Junior is held by the Headteacher who is the responsible manager.

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

#### **5. REFERENCES**

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

#### **6. AIMS AND 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 periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- 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.



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## 7. **CONTENT**

### 7.1 **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.

### 7.2 **Appointed Persons**

At Ranvilles Junior School there are 5 appointed people who are: Administrative Assistant, Finance Assistant, Senior Administrative Assistant, Administrative Officer and School Business Manager all located in the School Office

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.

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.

### 7.3 **School First Aid Trained Staff**

All, LSAs, office staff and the lunch time team are first aid trained.

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 staff. 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

#### 7.3.1 **Qualified First Aiders**

First Aiders who have completed the HSE approved 3-day First Aid at Work course. There is 1 qualified First Aider. 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).



## 7.4 First Aid Provision

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

- 3 first aid kits on the premises  
These first aid kits will be situated in lower school, upper school and in the medical room.
- 2 travel first aid kit
- There is a first aid kit located on the Minibus
- Allocated first aid kit for Swimming  
The travel first aid kit will be located in the medical room.
- All lunchtime staff carry small first aid kits
- Personal Protection Equipment (PPE)

It is the responsibility of the emergency/qualified first aiders/appointed person(s) to check the contents of all first aid kits and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists should be monitored monthly and stored in the medical room.

The medical room 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:

- Running water
- Chair
- First Aid kits
- PPE
- First Aid Book

## 7.5 Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person(s) 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(s) 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

If a child has received first aid treatment, in school, details are recorded in the medical book and a red letter is sent home with the child to inform parents. In addition, orange wristbands are used to notify parents and teachers of a bump to the head and parents are messaged via ClassDojo to inform them that their child has had a bumped head.

In an emergency, 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(s) and 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(s)/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.

## **7.6 Records**

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 (eg. bump on head etc)
- Treatment provided and action taken

The record book is kept in the medical room prior to being archived at the end of an academic year.

## **8. APPENDICES**

Assessment of For Aid Needs



## Appendix 1

This needs assessment template is for schools/sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		Assessment of First Aid Needs
Name of Premises/School/Organisation		Ranvilles Junior School
No.	Aspects to consider at your premises	First aid provision considerations (insert your information here)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	Slips & Trips RA013 Icy Conditions On Site RA017 Playground Safety & Grounds RA011 Equipment/Machinery see Risk Assessment
2	Are there any specific risks (e.g., work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc)?	<i>All hazard chemicals are kept under lock and key. Children supervised at all times with cooking implements. Slips from wet floors – cones to alert of hazard until floor is mopped dry. Site Manager – electrical equipment has specific training and equipment is locked away.</i>
3	Are large numbers of people employed on site?	<i>Employees to First aider is adequate provisions.</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Small trips and falls – related to children playing at Breaktime and Lunchtime. Site Manager regularly checks accident books for any patterns. Childhood illness, colds, sickness bugs. Scarlett Fever – recorded in line with county guidelines</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>Yes – Internal Health Care Plans put in place to share with all key staff / adults. School operates a Zero Nut Policy as identified staff and children have allergic reactions</i>
6	Are there clients or service users on the site who may need first aid?	<i>Yes – Afterschool Clubs, providers First Aid Certificates are requested and seen by School Business Manager.</i>
7	Is there first aid cover for lunch times and at the beginning and end of the working day?	<i>All Lunchtime assistants have First Aid in Schools certificates. First Aider on school site from 8.15 until 4pm</i>
8	What is the site layout, and will the layout require additional first aid cover and equipment/kits for separate buildings or floors of a multi-storey building?	<i>School site is one level with a First Aid Room and kits in each of the 2 wings of the school.</i>
9	Do you have any work experience trainees?	<i>Not currently – First Aid cover would be extended to work experience and trainees already provided in the building.</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	N/A
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	N/A



12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Part time workers key staff at different points of the day – School is adequately covered.</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	N/A
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>N/A – Locality means Accident And Emergency is easily accessed. Walk in centre located at Gosport War Memorial Hospital.</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>N/A - Noted if Staff work at home full time they will also need to have their own first aid provision.</i>
16	Do you have service users aged five years of age or younger?	<i>N/A – Aggies have First Aid to cover age range attending the coffee mornings.</i>
17	Do members of the public visit your premises?	<i>Parents visiting school site – Schools First Aider is available.</i>
18	Do you have any employees with reading or language difficulties?	N/A

**Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take annual leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.**

## Part 2 Summary of required first aid provision

Name of Premises/Organisation/School		Ranvilles Junior School
Level of First Aid staff (type of provision)	Numbers of staff required to be on site at any time	Numbers to be trained to meet on site requirement
Qualified First Aider	1	1
Emergency First Aider		
School First Aid Trained		13
Paediatric First Aid Trained		1
Appointed Person	School Office Staff	5
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration.)</i>		
First Aid Kits	Quantity required	Locations of First Aid kits
Yes/No	5	1 in each of the shared areas 3 in Medical Room
Travel First Aid Kits	Quantity required	Locations of Travel First Aid kits
Yes/No	3	1 to take Swimming 1 to take on School Trips 1 in Minibus
First Aid Rooms/Areas	Quantity required	Location of rooms
Yes / No		Behind Main Reception
Defibrillator/Additional equipment	Quantity required	Location of rooms
Yes/No (Please list)	1	First Aid Room



<b>First Aid Needs Assessment Completion</b>			
<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate		
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>	
<b>Assessment reviews</b>	Set future review dates and sign/comment upon completion		
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer's signature</b>	<b>Remarks</b>