




# First-Aid Policy

<b>Name of Unit/Premises/Centre/School</b>	Frogmore Infant School
<b>Date of Policy Issue/Review</b>	January 2025
<b>Name of Responsible Manager/Headteacher</b>	Jill King
<b>Signature of Responsible Manager/Headteacher</b>	

## Introduction

### Policy Statement

Frogmore Infant 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 Frogmore Infant School is held by Jill King, 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 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 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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## 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 Frogmore Infant school the appointed person is Nicky Oxlee. The appointed person takes charge of first aid arrangements including looking after equipment and facilities, calling emergency services when required and taking charge when someone is injured or falls. In her absence a paediatric first aider will take charge.

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.

### School First Aid Trained Staff

There are 2 school first aid trained staff.

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 Aiders *(Those completing the 1-day emergency first aid course)*

There are 3 emergency first aiders.

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 (e.g. first aid kit inspections).

### Paediatric First Aid Trained Staff

There are 3 paediatric first aid trained staff.

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.



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## First Aid Provision

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

- 1 main first aid cupboard located in the corridor outside the school office
- 4 travel first aid kits on the premises located in the cupboard in the ladies' toilet
- Class first aid kits for minor injuries.

It is the responsibility of the Admin Assistant to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the school office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself. The office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has near access to the following facilities: running water, first aid kit, telephone, chair.

There is a defibrillator located in Nicky Oxlee's room.

## Emergency Arrangements

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.

Type of accident	How we contact parents
Requires first aid treatment/involves application of a plaster	Letter given to collecting adult at pick up time
Bumped head	Letter given to collecting adult at pick up time
Where a health care plan has identified these circumstances as appropriate for the parent to be contacted	Phone call to parent/carers



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Is considered to be a serious (or more than minor) injury	Phone call to parent/carers
Requires attendance at hospital	Phone call to parent/carers

Our procedure for notifying parents by telephone 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 cannot be contacted prior to attendance, the 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

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 Nicky Oxlee 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 Offsite Visits Policy. 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 (at least) the following information:

- Name of injured person
- Name of the 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

All records are kept in line with HCC Retention schedule.