

LAKESIDE SCHOOL

FIRST AID POLICY

Name of School	LAKESIDE
Date of Policy Issue/Review	July 2018 Review date: July 2020
Name of Responsible Manager/Headteacher	Mr G. EVANS
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Lakeside 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 Lakeside school is held by head teacher Mr G. Evans who is the responsible manager.

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

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 (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

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 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 Lakeside school there are *four* appointed persons who are as follows:

- Gary Taylor (Deputy head)
- Barry Ryder (Senior manager)
- Linda Howard (SRCCW) During boarding time any emergency should be reported to the duty manager on call.
- Dan Healy (Head of house) During boarding time any emergency should be reported to the duty manager on call.

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.

School First Aid Trained Staff

At Lakeside school there are 20 school first aid trained staff who are as follows:

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

Emergency First Aiders

At Lakeside school there are 16 emergency first aiders who are as follows:

- Richard Aves, Linda Maycock, Kathryn Macgregor, Laura Allen, Mike Davies, Melonie Cozens, Claire Hegarty, Maureen May, Chris Young, Lisa Hughes, Richard Stansbury, Sjored Wartena, Jacob Macmillan, Jo Briddle, Jeremy Ord, Colin White

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).

Qualified First Aiders

At Lakeside school there are three qualified first aiders who are as follows:

- Linda Howard
- Leric Childress
- Naima Doolan
- Amy Ryder

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 (eg. first aid kit inspections).

First Aid Provision

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

- There are nine first aid kits on the premises
 - These first aid kits will be situated at the Science room, CDT room, Food tech room, Main reception, Staff room, Laundry, School kitchen, Caretakers office, Boarding house
- Three travel first aid kits in vehicles
 - These travel first aid kits will be located in our three school minibuses.

It is the responsibility of a qualified first aider, (Naima Doolan school block, Linda Howard boarding house) to check the contents of all first aid kits every *half term*, record findings on the Children's Services First Aid Kit Checklist (CSAF-003) and inform Mr Ryder (senior manager) of any short falls/ to be reordered. Completed checklists are to be stored in the H&S locker in H&S coordinators office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

In the event of a pupil becoming ill the parents/ carers will be informed, asked to collect or the pupil will be taken home. In an emergency an ambulance will be called, pupil taken to hospital/ parent carer informed.

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 are 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, it is our policy to always notify parents/ carers of their child's accident.

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. 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 or be transported home (as required/ agreed).

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.

Records	
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All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified school first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>