

First Aid Policy

Policy Template

Children's Services Health & Safety Team (CSHST)
Version 2 – September 2021

Name of School	Parsonage Farm Nursery and Infant School
Date of Policy Issue/Review	11 th September 2023/Sept 2024
Name of Responsible Manager/Headteacher	Miss Kath Greenway
Signature of Responsible Manager/Headteacher	

Introduction

Parsonage Farm Nursery and 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 Parsonage Farm Nursery and Infant School is held by Miss Kath Greenway who is the Headteacher/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 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 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 Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid 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 Parsonage Farm Nursery and Infant School there are 0 Appointed Persons as none are needed (see Needs Assessment).

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 Parsonage Farm Nursery and Infant School there are 0 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)*

At Parsonage Farm Nursery and Infant School there are 12 emergency first aiders who are as follows:

- V Bowyer
- J Denton
- M Haffenden
- D Kelly
- E Lewis
- A Workman
- M Denard
- S Dixon
- K Hicks
- L Moir
- M Morgan
- S Parkhouse

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).

Qualified First Aiders *(Those completing the 3-day first aid course)*

At Parsonage Farm Nursery and Infant School there is 1 qualified first aider who is as follows:

- D Kelly

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).

Paediatric First Aid Trained Staff

At Parsonage Farm Nursery and Infant School there are 12 paediatric first aid trained staff who are as follows:

- V Bowyer
- J Denton
- M Haffenden
- D Kelly
- E Lewis
- A Workman
- M Denard
- S Dixon
- K Hicks
- L Moir
- M Morgan
- R Ledgerwood

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

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

- 2 first aid kits on the premises
 - These first aid kits will be situated in The Den (First Aid Room) and The Meadow
 - Each year group also has a first aid kit (4 kits)
- 0 first aid kits in vehicles

It is the responsibility of the emergency first aiders to check the contents of all first aid kits every 12 months and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid File in the Den. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Den 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, first aid kit, chair

Emergency Arrangements

Upon being summoned in the event of an accident, the First Aider 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 is to always seek medical advice or 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 a suspected fracture
- 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
- child is extremely distressed

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.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the Qualified First Aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the Qualified First aider/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 hours 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 Mrs P Attwood 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 school trip risk assessments. 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 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

First Aid Certificates

Name	Certificate	Expires
Veronica Bowyer	Full Paediatric First Aid Emergency First Aid at Work	12.02.2024 12.02.2024
Michelle Denard	Full Paediatric First Aid Emergency First Aid at Work	07.07.2026 07.07.2026
Joanna Denton	Full Paediatric First Aid Emergency First Aid at Work	12.02.2024 12.02.2024
Sarah Dixon	Full Paediatric First Aid Emergency First Aid at Work	07.07.2026 07.07.2026
Mandy Haffenden	Full Paediatric First Aid Emergency First Aid at Work	12.02.2024 12.02.2024
Karen Hicks	Full Paediatric First Aid Emergency First Aid at Work	07.07.2026 07.07.2026
Donna Kelly	First Aid at Work Full Paediatric First Aid Emergency First Aid at Work	12.10.2025 12.02.2024 12.02.2024
Rachel Ledgerwood	Full Paediatric First Aid	21.10.2025
Emma Lewis	Full Paediatric First Aid Emergency First Aid at Work	12.02.2024 12.02.2024
Louise Moir	Full Paediatric First Aid Emergency First Aid at Work	07.07.2026 07.07.2026
Michelle Morgan	Full Paediatric First Aid Emergency First Aid at Work	07.07.2026 07.07.2026
Alex Workman	Full Paediatric First aid Emergency First Aid at Work	12.02.2024 12.02.2024
Shradha Parkhouse	Emergency First Aid	09.10.26