



# LOCKS HEATH JUNIOR SCHOOL

## Safeguarding Policies

### 3.9 FIRST AID POLICY

Published January 2024  
To Be Reviewed by March 2026

Signed on behalf of the school	Name	Date

Revision Status				
Rev	Issue Date	Reason for Issue	Prepared	Approved
01	April 2024	2024 review and issue		
List of Changes to previous revision				
P3	Needs assessment form referenced incorrectly – changed to CSAF-002			
P3	First aiders updated			
P4	Defibrillator sentence added			

# Locks Heath Junior School First Aid Policy

This policy should be read in conjunction with:

- ☐ Safeguarding Policy\*  
Child Protection Policy\*
- ☐ Anti-Bullying Policy
- ☐ PHSE Policy inc Drugs Policy
- ☐ Staff Code of Conduct\*
- ☐ Health and Safety Policy\*
- ☐ School Risk assessments
- ☐ First Aid Policy
- ☐ Supporting Children with Medical Conditions\*
- ☐ Procedures for Protected Disclosures
- ☐ Use of Physical Intervention
- ☐ Keeping Children Safe in Education (DFE 2023)

*(\*indicates a Statutory Policy for the Governing Body)*

## **Introduction**

### **Policy Statement**

Locks Heath 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 Locks Heath Junior School is held by Mrs N Farrell 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 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 aiders 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 qualified first aiders, appointed persons and pediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

## **First Aid Staff**

At Locks Heath Junior School there are the following First Aiders:

Mrs Katie Couchman Mrs Debbie Clarke Mrs Amanda Smith Mr Doug Butcher	First Aid at work
Mrs Louise Felton Mr Roy Jennings	Schools First Aid
Mrs Natasha Farrell	Emergency First Aid Trained

First Aiders 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.

## **Appointed Persons**

At Locks Heath Junior School there is one appointed person to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Check List (CSAF-003). Completed lists are stored in the medical room. The appointed person is Mrs Kelly Crowney.

## First Aid Provision

We make the following provision for First Aid in excess of that identified by our First Aid Needs Assessment:

- First aid equipment in Medical Room  
The main storage for first aid supplies is located in the medical room.
- 5 portable first aid boxes on the premises  
These first aid kits are located in the swimming pool, in the quad corridor and 3 in the medical room.
- 7 travel first aid kits for out of school visits  
These travel first aid kits will be located in the medical room and will be taken on every out of school activity
- 2 'Residential' First Aid Kits (stored in Medical Room)  
These are to be taken on Residential/overnight stays off site

It is the responsibility of the appointed person (Kelly Crowney) to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

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

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:

- First aid kit
- Running water
- Chairs
- Put-you-up bed
- Fridge for medication that needs to be kept cool
- Lockable medical cabinet

The school's defibrillator is situated on the external wall of the Music room. The code to open the defibrillator cabinet is 0319

## Emergency Procedures

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 assisted by other first aiders (if required). 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.

During lunchtimes, first aiders are on call via radio to assist with any injury on the school grounds or medical room.

The First aider will 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 attendance at hospital
- involves any head injury- a note will be sent informing parents of any bump, however minor

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 Main 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 qualified Main 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.

### Recording

All accidents that are requiring first aid treatment are to be recorded in the Medical Book in the Medical Room or the Medical treatment folder kept in the resources room with (at least) the following information:

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

If the injury is beyond a minor scrape, bump or bruise it must be reported on line using the following link [https://forms.hants.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-82e60dfc-9b26-4578-9334-87b3bb78b6b3/AF-Stage-a499b8b9-2169-48fa-82a5-b026438409c7/definition.json&redirectlink=/&cancelRedirectLink=/](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-82e60dfc-9b26-4578-9334-87b3bb78b6b3/AF-Stage-a499b8b9-2169-48fa-82a5-b026438409c7/definition.json&redirectlink=/&cancelRedirectLink=/)

## Monitoring

The Facilities Manager is responsible for carrying out accident investigation and this forms part of the monitoring process.

The Headteacher will carry out annual spot checks.

## Appendix 1 – Bumped Head/Incident Note

### APPENDIX 1



## **LOCKS HEATH JUNIOR SCHOOL**

### **BUMPED HEAD/INCIDENT NOTE**

Name ..... Class ..... Date ..... Time .....

Your child received an accidental bump to the head/face today. A cold compress was applied and your child was observed for a period of time following the incident.

Location of injury on head/face:	Forehead/top/left/right side/back
Condition monitored:	Severe/slight headache/vomiting
	Severe/slight drowsiness/disturbance of vision

Telephoned parent/guardian: YES/NO

Should you be concerned about your child's health as a result of this incident, please do not hesitate to contact your doctor.

Office Staff

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#### **CHILD TO COMPLETE THIS SECTION:**

Please tick

**My teacher has seen this note:**

☐

**I have shown this note to the person who picks me up from school:**

☐

**I have shown my parent:**

☐