



## **Balksbury Federation First Aid Policy**

### **Policy Statement**

Balksbury Federation 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 Balksbury Federation is held by Health and Safety Leads who are the responsible managers. 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 annually or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (Appendix 1) 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 managers 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 Balksbury Federation there are 5 appointed persons who are as follows:

Katy Thompson

Yas Quince

Fran Farrell

Sarah Bodinham

Tara Woodhams

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 Balksbury Federation there are 22 Paediatric Emergency first aiders who are as follows:

### Infants

Steph Morgan  
Jo Prosser  
Liz Girling  
Jen Ritchie  
Sarah Morgan  
Sam Cutting  
Sam Russell  
Claire Foster

### Juniors

Denise Buck  
Charlotte Mann  
Zoe Holloway  
Christine Betteridge  
Maxine Young  
Julia Fitzpatrick  
Michelle Hudson  
Denise Douthwaite  
Emma Hibberd  
Helen Brinsford  
Alina Holanda  
Zarra Wilkins  
Lindsey Juliff  
Emma Whatley  
Sarah Fleet

### Both Schools

Simon Lunn  
Louise Walker  
Donna Burns  
Victoria Davies  
Kelly O'Ceallaigh

*This list will be updated throughout the academic year.*

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).

## First Aid provision

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

### Locations

- **2** first aid kits on the premises. These first aid kits will be situated at
  - Admin office (Infant school)
  - Staff room (Infant school)
- **2** first aid kits on the premises. These first aid kits will be situated at
  - Staff room (Junior school)
  - Dolce Catering Kitchen (Junior school)

It is the responsibility of the Admin team to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist and report findings to Tara Woodhams (Business Manager). Completed checklists are to be stored in the admin office of both schools. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

## Infant School First Aid Area

The Admin office is designated as the first aid room for treatment, sickness and the administering of first aid. It will have:

- Running water
- First Aid Kit
- Telephone
- Chair

## **Junior School First Aid Area**

The area adjacent to the library is designated as the first aid station for treatment, sickness and the administering of first aid. It will have:

- Running water within the staffroom
- First Aid Kit within the staffroom
- Telephone within the Admin Office
- Chair

## **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 instruct a member of the Admin team or a responsible adult to call for an ambulance:

- 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
- Whenever a child with additional medical needs requires one (e.g. Epilepsy)

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of the child's accident immediately if it:

- Is a serious (or more than minor) injury
- Requires first aid treatment
- Requires attendance at hospital
- Is a significant head injury
- Is an epileptic fit
- Is hypo or hyper glycaemic
- Requires an ambulance

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. 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 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. There should always be two members of staff. One of which must be a member of the Leadership Team.

### **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 Leadership Team will carry out a needs assessment for that activity.

Where the Federation 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 Tara Woodhams, Business Manager, who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for federated organised trips/visit are included in the Offsite Learning procedures and in line with Hampshire Evolve staff training. 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 Federation to cover those who stay in 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

Records will be monitored weekly by the Admin Assistant and analysed for patterns and trends. This analysis will be reported to the Headteacher weekly.

## Appendix 1

### CHILDREN'S SERVICES ASSESSMENT FORM First Aid Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

#### First Aid Kit Checklist

Location of First Aid Kit/Box	
Identity No. of First Aid Kit/Box (if applicable)	
Date of Initial First Aid Kit/Box Check <i>From update of policy</i>	
Name of Assessing First Aider	

#### Contents Check

No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		

<b>Additional Checks</b>						
<b>1</b>	Are all items of first aid within expiry date?				<b>YES</b>	<b>NO</b>
<b>2</b>	Are all items of first aid in good, undamaged condition?				<b>YES</b>	<b>NO</b>
<b>3</b>	Is the first aid kit/box in good condition & undamaged?				<b>YES</b>	<b>NO</b>
<b>4</b>	Is the location of the first aid kit/box clean and accessible?				<b>YES</b>	<b>NO</b>
<b>5</b>	Is the first aid location sign present & in good condition?				<b>YES</b>	<b>NO</b>
<b>6</b>	Is the list/sign of trained first aiders present & up to date?				<b>YES</b>	<b>NO</b>
<b>Summary of Actions</b>						
<b>FIRST AID KIT PASSED (monthly) CHECK - NO ACTION REQUIRED</b>					<b>YES</b>	<b>NO</b>
Actions required if 'NO'						
<b>Name of Assessor</b>		<b>Signature of Assessor</b>		<b>Assessed Date</b>		
<b>Follow-up Actions</b>						
<b>REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED</b>					<b>YES</b>	<b>NO</b>
<b>Name</b>		<b>Signature</b>		<b>Date</b>		

Note:

- **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance
- **Required Quantity** – Your own contents requirements based upon your selected size of first aid kit  
(Quantities are to be locally inserted before the form is issued or used)
- **Actual Quantity** – Actual contents noted at the time of this periodic check of the first aid kit