



## First Aid Policy

### Riverside Federation

<b>Approved by:</b>	Head Teacher
<b>Last reviewed:</b>	Autumn 2019
<b>Next review due:</b>	Autumn 2021

This policy is in support of the Riverside Federation's vision:  
Small schools providing opportunity, delivering challenge, building respect.

## Contents

1. Policy Statement .....	3
2. Aims and objectives.....	3
3. First aid training .....	3
4. First aid .....	3
5. Emergency arrangements.....	4
6. Records.....	4

## **1. Policy Statement**

The Riverside 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 the Riverside Federation is held by the head teacher who is the responsible manager. All first aid provision is arranged and managed in consultation with The DfEE Guidance on First Aid for schools.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **2. 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
- 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
- Ensuring a First-Aid Risk Assessment is reviewed annually, or following any significant changes that may affect first aid provision.

## **3. First Aid Training**

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff are adequately trained to meet their statutory duties.

## **4. First Aid**

- 4 first aid kits on the premises
- These first aid kits will be situated with the Main kit by the front office,

It is the responsibility of the appointed person to check the contents of all first aid kits every term and record findings on the First Aid Kit Checklist. The area by the school office and the staff room are 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, access to a telephone, and chair. There is also room for a child to lie down when needed.

## **5. Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider or appointed person is to take charge of the first aid administration or 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 or appointed person is to always call 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

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 more than minor injury
- requires attendance at hospital
- receives a head injury (bump on head)

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 first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive. In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider or appointed person or 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. In the event of a head injury (bump on head) a standard letter will be sent home with the child, indicating the area and nature of the injury along with advice.

## **6. 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 first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken