

# Kings Furlong Junior School First Aid Policy



## Policy Statement

Kings Furlong 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 Kings Furlong Junior School is held by Miss Westaway, Headteacher, who is the responsible manager.

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
- Ensuring 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 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 paediatric 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.

## Qualified First Aid Staff

At Kings Furlong Junior School support staff are trained first aiders. The complete list is saved on the school network and a paper copy filed in the medical folder.

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.

## First Aid Provision

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

- 1 first aid kit is in the office
- 4 travel first aid kits are situated in the medical room.

It is the responsibility of the qualified first aider/appointed person in the office to check the contents of all first aid kits each term. The travel kits are checked before and after use. A spreadsheet documents the date of all checks and a detailed checklist is stored in the medical file in the main office.

The Medical/photocopying 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:

- Running water, first aid cupboard, chair, waste disposal bin.

### **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 Administration Office Staff will, when instructed by a first aider, 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
- in the event of an anaphylactic reaction
- 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
- whenever there is the possibility of a suspected fracture
- requires attendance at hospital
- has been triaged by the first aider and they feel the parents should be informed

If a child has a serious injury and parents are advised that their child requires attendance at hospital the first aider must complete and sign an Incident Reporting form which is handed to the parent.

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 (as required).

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 and 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.

Lunchtime staff will use a card system to send the child in for first aid. Lunchtime staff administer first aid in the medical room. They will use the walkie-talkies if help is required in the playground and the child cannot walk to the medical room.

For school outings, a red information card is taken so that staff members are aware of the procedures of an emergency.

## **Records**

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

- Name and class of injured person
- Name of the qualified first aider
- Date and time of the accident
- Type of accident (eg. bump on head etc)
- Place accident occurred
- Treatment provided and action taken

These records are kept in the Medical room and the Site Manager conducts frequent reviews to look for patterns.

Reviewed: March 2025

Next due for review: March 2026