



Sherwood Park School

Inspiring Autonomy and Excellence

FIRST AID POLICY

Policy Name	First Aid Policy
Date of Issue	June 2024
DFE Guidance (statutory or recommended)	Statutory - Statutory Annual Review
Description Content	Covers updated first aiders and changes to recording via sleuth
Reviewing Body	Reviewing body - Full Governing Body Responsibility for review - Assistant Heads
Assigned Reviewing Period	Annually
Date of Next Review	July 2025

Version Number		Amendment Details
1.1	02.03.22	Original
1.2	14.07.23	Review - update first aiders

First Aid Policy

Both campuses within Sherwood Park School will assess the need for first aid provision and will identify the number of qualified First Aiders holding the First Aid at Work Certificate which ensures adequate cover within each of our school sites.

Each campus will also identify the fully qualified Paediatric First Aiders to provide immediate first aid to the pupils in school, one of which will be deployed to the EYFS classes in each campus. The person with the overall responsibility for the provision of first aid is the Head Teacher who will identify an Appointed person who has the overall responsibility for the organisation of first aid across the School.

RESPONSIBILITIES - Appointed Person

1. The appointed person is responsible for overseeing the arrangements for first aid within the School.
2. The appointed persons duties include: -
 - a. That First Aid equipment is available at strategic points in the school and checked/stocked on a half-termly basis
 - b. That First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located
 - c. That First Aid boxes are available on all school mini-buses
 - d. That First Aid boxes are available to take on all educational visits/off site visits (including emergency asthma kits)
 - e. That a sufficient number of personnel are trained in first aid procedures at all times ensuring CPD needs are addressed to secure currency within training requirements
 - f. Design first aid questionnaires and cascade each term to check the knowledge and understanding of the first aiders in each school; identify if there are any knowledge gaps and consider if any refresher training is required based upon the information received feeding back all information to the Headteacher
 - g. That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
 - h. That defibrillators are checked monthly (in conjunction with NHS nurses)

The Appointed persons are:

Sherwood Hill campus	Sherwood Park campus
Neslihan Furlan	Tracy Goodman

RESPONSIBILITIES - First Aiders

3. The first aiders in the School are expected to provide the following level of basic first aid during school hours within the School and on school organised excursions:

- a. Understand the role of the first aider

- b. Be able to assess an emergency situation and act safely and effectively
 - c. Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
 - d. Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
 - e. Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
 - f. Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
 - g. Know how to provide first aid to an adult, infant and a child who is suffering from shock
 - h. Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
 - i. Administer first aid to a casualty with injuries to bones, muscles and joints
 - j. Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
 - k. Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
 - l. Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
 - m. Know how to provide first aid to an adult, infant and a child who has sustained an electric shock
 - n. Know how to provide first aid to an adult, infant and a child with burns and scalds
 - o. Know how to provide first aid to an adult, infant and a child who has been poisoned
 - p. Know how to provide first aid to an adult, infant and a child who has been bitten or stung.
4. First aiders are responsible for ensuring that the First Aid register located in the School is completed for all treatments and that the necessary details are supplied for the reporting of accidents.
5. It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day

The First aiders in School are:

Sherwood Hill campus	Sherwood Park campus
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<u>First Aid at Work:</u> Neslihan Furlan Amy Bennett Emelda Cupidore Beth Brookes Katy Sheriff Holly Carpenter Stephanie Ball Andrea Dawson Rhondalee Lumsden <u>Paediatric First Aid:</u> Beth Brookes Amy Bennett Neslihan Furlan Katy Sheriff Holly Carpenter Stephanie Ball Andrea Dawson Rhondalee Lumsden	<u>First Aid at Work:</u> Tracy Goodman Deborah Lyons Rachel Payne <u>Paediatric First Aid:</u> Kerine Cummings Marlene Harding Alessandra Musarra Pizzo Teri Jones Elaine Curtis Rachel Payne Tracy Goodman
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The First Aid register is located in:

Sherwood Hill campus	Sherwood Park campus
Front Office Secondary first aid log within the notes section of sleuth	Front Office Secondary first aid log within the notes section of sleuth

School Nurses/Appointed person

7. It is the policy of the School that neither the School Nurses, nor the appointed person, are in the first instance, to be used in a First Aid capacity. The School Nursing team (primarily based at the Sherwood Park campus) are all NHS employed and their role is to facilitate students with additional and complex medical needs to safely access their learning throughout the school day, as well as have an involvement in such areas as Safeguarding and Child Protection. It is not, therefore, to administer First Aid. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.
8. The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurses/Appointed person, if felt appropriate, when they are on site. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurses/Appointed person if required and appropriate.
9. Having firstly considered the option to consult with the School Nurses/Appointed person, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline on 111 and in the case of Pupil injuries, with the Parents or Legal Guardians.

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified
- It will be the responsibility of the Appointed person to scrutinise such records for accuracy in notes/comments made, reporting outcomes to the Head Teacher, discussing any issues that may have been identified via such scrutiny
- It will be the responsibility of the Head Teacher/DSL to collate the information contained in the First Aid register and summarise this information into their safeguarding report for the Governing Body each term

Monitoring and Review

- This policy will be monitored by the Appointed person and Headteacher and reviewed in accordance with any new guidance given.
- The Governors will have the responsibility for ensuring this policy is formally evaluated every three years (or sooner if required.) Note: If interim changes are required to the names of the Appointed People or First Aiders, this policy will not require re-approval by the Board if this is the only change.
- Additionally, the Headteacher and Appointed person will monitor all staff within the School to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and wellbeing learning walks undertaken each term throughout the School by the Headteacher
- Part of the monitoring procedure by the Headteacher and Appointed person will be to obtain information through the termly learning walks undertaken
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy
- This policy will form part of a period of induction of any staff member who is new to the School.