



Special Partnership Trust



Date Last Reviewed: January 2019

Review Date: January 2022



Special Partnership Trust

Each school within our Trust 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 any of our school sites.

Each school will also identify the fully qualified Paediatric First Aiders to provide immediate first aid to the pupils in our schools one of which will be deployed to the EYFS classes across the Trust. 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 monthly basis (appendix A)
 - 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 (**APPENDIX A**) 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 Head Teacher
 - g. That first aid qualifications are, and remain, current (e.g., First Aid at Work Certificates are valid for 3 years)

The Appointed person in XXXX school is:

XXXXX



RESPONSIBILITIES - First Aiders

3. The first aiders in each of our schools 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 log 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

First aiders

The First aiders in XXXX School are:



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**The First Aid log is located in the
XXXX**

School Nurse/Appointed person

7. It is the policy of our schools that the School Nurse/Appointed person is not, in the first instance, to be used in a First Aid capacity. 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 Nurse/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 Nurse/Appointed person if required and appropriate.

9. Having firstly considered the option to consult with the School Nurse/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 (**NHS Direct 0845 4647**) 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 scrutinize 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 to collate the information contained in the First Aid log and summarize this information into their safeguarding report for the Governing Body each term

Monitoring and Review

- This policy will be monitored by the Appointed person, Head Teachers and Executive Head Teacher and reviewed in accordance with any new guidance given
- The Trustees will have the responsibility for ensuring this policy is formally evaluated every two years or sooner if required
- Additionally, the Head Teacher of each school 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 well-being learning walks undertaken each term throughout the school by the Head Teacher
- The Safeguarding Governor will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher of the school each Spring Term
- Part of the monitoring procedure by the Head Teacher 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 (appendix B)