



# First Aid Policy

Flourish With Us Ltd 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 Flourish With us Ltd is held by Faye Baker, Headteacher.

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 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 Headteacher will ensure that appropriate numbers of appointed persons, 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 Flourish With Us Ltd there is 1 appointed person as follows:

Faye Baker – Headteacher

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 Persons) to be on site at all times during the working day.

**Reviewed: September 2021**

**Review Date: September 2022**

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 Flourish With Us Ltd all staff are emergency first aid trained.

**Emergency First Aiders** (*Those completing the HSE approved 1-day emergency first aid course*)

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**

First aid kits are situated in:

The kitchen

The Staff Room

It is the responsibility of the Headteacher to undertake a regular check of the contents of all first aid kits at the beginning of each half term.

### **First Aid Room**

The staff room is designated as the first aid room for treatment, sickness and the administering of first aid and administration of medicines. The first aid room has the following facilities:

- Clean running water; first aid kit/supplies; plastic chairs that can be easily disinfected; a fridge; easy access to the telephone.

### **Emergency Arrangements**

**Reviewed: September 2021**

**Review Date: September 2022**

Upon being summoned in the event of an accident, the first aider and/or 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 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 a serious asthma attack or allergic reaction
- 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 a serious (or more than minor) injury
- requires first aid treatment (other than a minor injury)
- Bump to the head (other than a minor bump)
- requires attendance at hospital

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 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.

## **Out of hours and Trips**

**Reviewed: September 2021**

**Review Date: September 2022**

The first aid arrangements for all organised after hours activities (parent's evenings, special events and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the company Headteacher will carry out a needs assessment for that activity.

The first aid arrangements for organised trips/visit are included in the risk assessment for each trip. 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 provision to cover those who stay at on site.

## **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
- Time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- A treatment slip will be given to a child where they have received First Aid.