



Early Years Foundation Stage

First Aid Policy

Policy Statement

Mayville High 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 in the Foundation Stage at Mayville High School is held by the Early Years Manager and Richard Meli (appointed person)

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

Mayville places a high priority on the maintenance of both pupil and staff health. Parents complete a health form prior to pupil entry and these forms are available to staff, information is also available to staff on school base.

First Aid and Medical Procedures.

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 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.

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

They will act as the appointed person and 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. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

The appointed person is someone who has attended a 1-day HSE approved course.

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

1. 4 first aid kits are required on the premises.
2. These first aid kits will be situated in the Swans, Kestrels, Lower 1 and a portable First Aid kit to be used in the playground and on trips.

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every 3 months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the monthly first aid health and safety file.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

Upon being summoned in the event of an accident, the first aider/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.

Incidents and Accidents.

All accidents/incidents must be dealt with calmly and promptly and recorded on Schoolbase. Richard Meli should be informed.

1. Time and date of incident.
2. Full name of casualty.
3. Name of member of staff who witnessed accident.
4. Nature of injury.
5. How it happened.
6. Action taken.
7. Treatment given.
8. Staff member's signature.
9. Witness signature.
10. Parents/carer's signature

A decision must be taken in conjunction with Richard Meli on whether immediate action should be taken to prevent a similar occurrence in the future and the school office notified by the senior member of staff on duty.

In the event of a casualty requiring hospital treatment Richard Meli will contact the parent/carer immediately and arrange for the child to be taken to the hospital with the parent if possible. If the parent/carer has problems getting to the setting and the matter is urgent then a member of staff must accompany the child in the ambulance or the child will be driven to the hospital by a member of staff with another member of staff accompanying to care for the child.

The member of staff must take the child's details and medical form with them to the hospital.

The Headteacher must be informed immediately of any serious accidents/incidents.

Fill in accident report forms as appropriate on SchoolBase

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
- 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 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.

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

July 2014 AP.

Reviewed April 2015 AP. Reviewed April 2016 AP. Reviewed April 2017 AP. Reviewed April 2018 AP (New procedures now in place using school base to electronically record accidents and treatments). Reviewed April 2019 AP (Richard Meli has now been appointed as Lead First Aider). Reviewed August 2020 AP (The school risk assessment for Covid 19 should be read in conjunction with this policy). Reviewed July 2021 RP (The school risk assessment for Covid 19 should be read in conjunction with this policy). Reviewed August 2023.