

Argyle House School

First Aid EYFS & All Other Departments

Review date: September 2026

Reviewed by John Sample

Next review date: September 2027

It is the duty of the Headteacher to make sure that adequate and sufficient first aid personnel, facilities and equipment will, as far as is reasonably practicable, be available in the premises to ensure that appropriate care and attention of anyone sustaining an injury or becoming ill. Where employees work away from their normal work-base, arrangements will be made for them to have access to suitable first aid equipment.

The following performance criteria will be used:

An assessment of first aid needs appropriate to the circumstances of each workplace will be carried out. The assessment will give consideration to the:

- Activities, tasks and operations being carried out
- Number of persons that may be involved
- Risks associated with:
 - Use of machinery
 - Electrical equipment Chemicals
 - Lone working
 - Young people
 - Elderly people
 - Disabled people
 - Contractors
 - Field Trips
 - Groups using or hiring the premise
- A sufficient number of adequately trained persons will be available to carry out the duties of first aiders or appointed persons. Due consideration will be given to the cover needed for weekend working.
- A sufficient and adequately distributed stock of first aid equipment, including travelling first aid kits, will be maintained and regularly checked.

- The need for a means of communication, in the event of assistance being required, will be assessed and any provision suitably maintained.
- Notices compliant with the Safety Signs Regulations, advising of the first aid arrangements, shall be posted in prominent places within the premises. Specific arrangements for lone working, work away from base, field trips, etc. will be documented and issued to the individuals concerned.
- All first aid training will be carried out by an organisation approved by the First Aid Approvals and Monitoring of the HSE.
- Any first aid treatment or assistance administered will be recorded in the Accident Book. A copy given to the pupil to take home for minor injuries. For major injuries they will be recorded in the same way, but the parents phoned and e-mailed as well.
- The procedure for Accident reporting will be followed. The people in the main office will be responsible for collating, recording and reporting first aid, and work-related accidents.

The Headteacher will firstly make an assessment of the significant risks in the workplace. From this, decide what are the risks of injury and ill health, identified in the assessment. The factors which, must be considered are:

- How many people are employed on the site?
- Do visitors/contractors/pupils come onto the premises?
- Do you have inexperienced or young persons on the premises?
- Do you have people with disabilities or special health needs?
- Is your premises shared with other employers?
- Are there parts of your premises where different levels of risk can be identified?
- Do you have multi-floored buildings?
- Do you have lone workers?
- Do your people work with:
 - Hazardous substances?
 - Dangerous tools or machinery?
 - Unpredictable loads?
 - Violent or unpredictable people?

It is the duty of the Headteacher to oversee first aid arrangements. Administering First Aid or calling for an ambulance when required will be the duty of the First Aider Present at the Accident. Every teacher, administration staff and nursery nurse will hold a first aid certificate, which is recognised by the Health & Safety Executive.

Soap and water and disposable drying materials, or suitable equivalents e.g. Medi Fresh Wipes, should also be available. Where tap water is not available, sterile water or sterile normal saline, in disposable containers each holding at least 300ml, should be kept easily accessible, and near to the first aid box, for eye irritation. Once opened, the contents should be fully used or disposed of. Disposable gloves should be provided.

Sufficient quantities of each item should always be available in every first aid box or container. Medicine brought in by parents may be dispensed by a qualified member of staff on written permission from the parent on the standard form found in the main school office.

First aid should be available to provide assistance within 3-4 minutes of someone sustaining a life threatening or serious condition that could be minimised by fast, first aid attention.

Rooms of a high risk will have all materials required in the room to provide fast and effective first aid treatment.

First Aid Containers

First aid containers will be kept stocked according to the contents list and the recommendation from the HSE and any other assessed needs. The contents will be checked by the Health & Safety Co-ordinator. Eye wash will be provided where there is a need and eye wash stations will be identified by appropriate marked first aid boxes. These stations will be checked regularly.

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container suitable for a field trip. These requirements/needs will be assessed by the Teacher/Headteacher.

Location of First Aid Containers

Outside Boys Changing Area & the Medical Room
The Medical Room
Kitchen/Dining Room Area
Primary School Corridor
The Medical Room
Laboratory

Automated External Defibrillator (AED)

Defibrillator Procedures

The school has 1 defibrillator which is situated in the Medical Room, this is an Automated External Defibrillator (AED)

Please follow the procedures below

1. Call for help

If someone is unresponsive and not breathing call the emergency services or ask someone to do this for you (999)

2. Turn on the AED

Open the AED and turn it on. It will provide voice prompts to guide you.

3. Attach pads

Attach the adhesive pads to the patient's bare chest, following the diagrams on the pads and the AED's instructions.

4. Analyse the heart rhythm

The AED will analyse the heart rhythm. Do not touch the patient while it is analysing.

5. Deliver a shock (if the AED advises you to do so)

If the AED advises a shock, ensure no one is touching the patient and press the “shock” button. The AED will guide you through the process.

6. Continue CPR

After the shock (or if no shock is advised), continue CPR (chest compressions and rescue breaths) until emergency services arrive or the patient shows signs of life.

Checking the defibrillator will ensure that you are aware of:

- when the electrode pads expire
- whether your defibrillator has been used
- where it has a fault, e.g., the battery is low.

Checking the defibrillator

1. The defibrillator should tell you if something is wrong. Defibrillators have a status display on the front of the device. This will usually be lit up green if the defibrillator is ok. Look out for beeping, flashing or an x on the display, these are usually signs that a device has failed its self-test.
2. Check the rest of your defibrillator for any obvious signs of damage or use.
3. Check to see if the items that are usually stored with it are still there — like a first response kit.
4. Check the expiry date on the sticky pads. If they are out of date, replace them. You will want to ensure that a set of replacement pads are available when the current set nears expiry. You'll may have to open the defibrillator case to do this. When you do, you may hear the defibrillator give instructions on how to use it – you can safely ignore these when you're checking the defibrillator. When you close the case, the defibrillator will switch off automatically. Avoid switching the defibrillator on needlessly as this can drain the battery.
5. Give the defibrillator a wipe with a damp cloth to prevent the buildup of dirt.

Medical Information

Details of individual students' telephone numbers and important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy) are available on the school database, and also the child's own school file-located in the main office. Information specific to staff is available in the Headteacher's office, in case an emergency arises. This information is updated every September.

Arrangements for pupils with particular medical conditions

Where pupils have important medical conditions, the correct medication will be kept in the main school office. If the children leave the site for an educational visit or sporting event the medication will be taken along in the first aid kit.

Where pupils need immediate medical care, the following arrangements are followed:

A recognised first aider is called.

An ambulance is called if adequate care cannot be provided by personnel on site.

The Headteacher is informed.

Hygiene Procedures

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Spillage kits are available from the main school office and located around the school, but please notify the caretaker who will clean up the spillage. Sanitary bins are to be used to dispose of bloody material.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995

Telephone 084503009923 or www.hse.gov.uk/riddor

Please also ask for a copy of the School's riddor policy for more clarification

First Aiders:

Paediatric First Aid

Nursery Staff

All nursery staff have paediatric first aid training.

Nursery Staff

<u>Name:</u>	Qualification	Next Training
Mrs J Dixon		
Miss S Davison	Paediatric First Aid	16th October 2028
Miss E Cairns	Paediatric First Aid	16th October 2028
Miss A Willis	Paediatric First Aid	1st December 2027
Miss A Pringle	Paediatric First Aid	1st December 2027
Mrs B Evans	Paediatric First Aid	19th January 2027
Miss K Lincoln	Paediatric First Aid	12th September 2028
Miss G Robinson	Paediatric First Aid	17th August 2029
Miss L Mordew	Paediatric First Aid	17th August 2029
Mrs N Middleton	Paediatric First Aid	19th January 2029

Primary Staff

Staff Name	Qualification	Next Training
Mrs K Boustead	Paediatric First Aid	02/09/2028
Mrs L McIntosh	Paediatric First Aid	02/09/2028
Miss K Harland	Paediatric First Aid	02/09/2028
Mrs K White	Paediatric First Aid	02/09/2028
Mrs S Maher	Paediatric First Aid	02/09/2028
Mrs A Robinson	Paediatric First Aid	02/09/2028
Mr S Robinson	Paediatric First Aid	09/04/2028
Mr R Major	Paediatric First Aid	09/04/2028
Mr A Langley	Paediatric First Aid	02/09/2028
Miss E Lawrence	Paediatric First Aid	02/09/2028
Mrs K Lockerbie	Paediatric First Aid	02/09/2028
Mrs K Spence	Paediatric First Aid	02/09/2028
Mrs S.Conaty	Paediatric First Aid	02/09/2028

Emergency First Aid at Work

Staff Name	Qualification	Next Training
Mr A.Philipson	Emergency First Aid at Work	02/09/2029
Mr A.Robinson	Emergency First Aid at Work	02/09/2029
Mrs A Robinson	Emergency First Aid at Work	02/09/2029
Mrs K.Lockerbie	Emergency First Aid at Work	02/09/2029

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Mrs C.Bygate	Emergency First Aid at Work	02/09/2029
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Calling An Ambulance

If in the judgement of the member of staff in attendance there is serious risk to the injured person, and that adequate care cannot be provided by personnel on site, an ambulance should be summoned immediately. The Headteacher may make this decision once they have assessed the injury but any other member of staff may make this judgement if he is not present.

Request For An Ambulance

Dial 999, ask for an ambulance and provide the following information:

Your Phone Number.

Your location i.e. your school or setting address and postcode.

Give the best entrance and ensure that the crew are met at the entrance.

Give your name.

Give the child's name and brief description of the symptoms.