**Information**

Hopefields 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 sites.

School will also identify the fully qualified First Aiders to provide immediate first aid to the students in our school. The person with the overall responsibility for the provision of first aid is the Director Alison Laws who is also the appointed person who has the overall responsibility for the organisation of first aid across Hopefields.

**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

b. That First Aid boxes are located across the relevant sites and staff are aware of where these first aid boxes are located

c. That First Aid boxes are available on all mini-buses and in all vehicles and checked on a half termly basis

d. That First Aid boxes are available to take on all educational visits/off site visits and are to be carried by a nominated first aider, detailed within the visit and risk assessment guidelines

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. 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 Director

g. That first aid qualifications are, and remain, current (e.g., First Aid at Work Certificates are valid for 3 years).

**Nominated Person for Health and Safety is: Alison Laws**

**Nominated First Aiders are:**

Alison Laws Emily Greenhalgh Jolene Donachie Steph Wilson David Greenhalgh

Charlotte Thwaite Cameron Lithgo Craig Fletcher Craig Bolton Andy Dodds

Bev McGowran

**Responsibilities - First Aiders**

3. The first aiders at each of our sites are expected to provide the following level of basic first aid during school hours within the provision and on 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 Hopefields 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 provision day.

**Appointed person**

Hopefields 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 an 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 Appointed person if required and appropriate.

Having firstly considered the option to consult with the 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 children and young people’s 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 name, 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 Proprietors discussing any issues that may have been identified via such scrutiny

• It will be the responsibility of the Director to collate the information contained in the First Aid log and summarise this information into the safeguarding briefings and weekly SLT meetings.

**Monitoring and Review**

This policy will be monitored by the Appointed person and Directors and reviewed in accordance with any new guidance given.

The Directors will have the responsibility for ensuring this policy is formally evaluated every two years or sooner if required. Additionally, the Directors and Appointed person will monitor all staff within the provision 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 CPD undertaken each term throughout the provision by the Directors.

This policy will form part of a period of induction of any staff member who is new to the school.

**Appendix A – changes/updates/amendments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Change made** | **Action to complete** | **Staff name** |
| 01.09.22 | Added new First Aiders under ‘nominated first aiders’ section. | Signage to be updated around centre and farm | AL |
| 17.11.23 | Added new first aiders – Policy Review |  | AL |
| 19.11.24 | Review |  | AL |