



First Aid Policy

Agreed by Governing Body: Autumn 2018

To be reviewed: Autumn 2019

Group Responsible: Headteacher

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help.

3. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment.

The aim of this first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do.

4. Responsibilities

Managers

Managers must see that appropriate first aid provision is made for their staff, pupils and visitors.

First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

Responding promptly to all requests for assistance

Summoning further help if necessary

Looking after the casualty until recovery has taken place or further medical assistance has arrived

Reporting details of any treatment provided

Maintaining first aid resources/equipment ensuring containers are well stocked, all items are in good condition and within their use by date.

5. Procedures

The following are general first-aid related procedures to be followed by all staff:

Minor incidents:

Minor incidents will be dealt with at the site of the incident, in the medical room or on the allocated seating in the reception foyer

Any first aid given to a child that includes use of a cold compress to any part of the body except the head, must be accompanied by the relevant letter home, passed directly to the class teacher

Any first aid given related to injury on the face/head, must be accompanied by the relevant letter home, passed directly to the class teacher. Any head injury must be closely monitored and further action taken as required.

All incidents requiring first aid must be logged in the accident book

More than minor incidents:

If you are the first to become aware that anyone on the school premises has been taken ill, or has had an accident that is more than minor, call another member of staff for assistance.

Ensure no child, groups or classes of children are unattended due to the accident/illness

Assess the patient's condition and then call 999 or 112 for advice.

Inform the Headteacher

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision.

Accidents, incidents or near misses related to adults, or those related to children that go beyond minor must be logged using OSHENS.

First Aid Kits

If you need to access a first aid kit for personal use, do not remove it from its designated place.

Any loss or damage to first aid equipment must be reported to Mrs Russell

If a first aid kit is poorly stocked, this should be reported to the Mrs Russell.

Nominated staff on visits out of school are expected to carry a first aid kit with them at all times and complete the accident book on return to school if first aid has been given. They are responsible for restocking any items used from the kits while on the visit.

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

6. Children with Medical Needs

A list of children who have medical needs for example epipens, inhalers or who have diabetes will be compiled by Mrs Russell and a copy is given to each teacher. A Copy is also kept in the Finance Office filing cabinet and Medical Room. All medication is kept in the Finance Office filing cabinet or labelled box in the fridge.

7. Staff Training

All staff undertaking first aid duties will be given training in accordance with current legal requirements.

8. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises e.g. part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the Medical Room.

An Automated External defibrillator (AED) can be found in the medical Room.

All personal data related to First Aid including medical conditions will be stored and used in line with General Data Protection Regulations.