



First Aid Policy

Policy

Related Policies:
Health and Safety Policy
Transport Policy

Policy Statement

The Directors accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the School.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to the emergency services or hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:

- Place a duty on the Head of School to approve, implement and review the First Aid policy in conjunction with the HR and Learning Manager;
- Place individual duties on all employees;
- Report and record accidents;
- Record all occasions when First Aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis; See Appendix A

First Aid Policy

Policy

- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Where appropriate notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The School will provide materials, equipment and facilities to provide First Aid.

First Aid Kits are provided at all sites and these include specialist kits for kitchen areas.

Bio-hazard disposal kits are located in the COSHH cupboard at the Anstey site and in the First Aid room at the Victoria Road Site.

At least 4 portable first aid kits are available at each site for use for offsite activities. Where individual staff work with students offsite on a regular basis they will be issued with a portable first aid kit.

Posters at all site detail First Aiders and the location of all First Aid kits at that site.

The contents of the kits will be checked on a regular basis and checks undertaken will be documented.

All staff receive First Aid training and there are at least 6 First Aiders at each site. Sites which are only used for specific activities will have an appropriate number of First Aiders according to the number of students using the site and the activity being undertaken.

Before undertaking any off-site activities, the level of first aid provision will be assessed by the person responsible for the visit as part of the risk assessment process and at least one portable First Aid Kit will be taken along.

First Aid Policy

Policy

Information on First Aid Arrangements

The Head of School will inform all employees at the school of the following via the First Aid procedure:-

- The arrangements for recording and reporting of accidents
- The arrangements for First Aid
- Those employees who are qualified First Aiders
- The location of the First Aid Kits.

In addition, the Head of School will ensure that signs are displayed throughout the School providing the following information:

- Location of the First Aid Room.
- Location of the First Aid Kits.
- Employees who are trained First Aiders

All members of staff will be made aware of the School's First Aid policy and the First Aid Procedure (located in Wolfdaleserver/WolfdaleStaff/WOLFDAL STAFF PRODECURES)

No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

First Aid Policy

Policy

Transport to hospital or home

The Head of School will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the injured person's emergency contact / pupil's parent or guardian will be notified. If hospital treatment is required, then the injured person's emergency contact / the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head of School may decide to transport the injured person / pupil to the hospital.

Where the Head of School arranges for transporting a pupil then the following points will be adhered to:

- Transportation will be in accordance with the school Transport Policy
- Only school vehicles or staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Managing Blood and Bodily Fluids

To protect staff and students from the risk of cross infection designated staff will undertake recognised, specific training for the management of spills of blood and body fluids (e.g.: Faeces, Vomit, Saliva, Urine, Nasal and Eye discharge). Bio Hazard training will be cascaded to all staff so they are aware of the correct procedure for the safe management and cleaning up of bodily fluids. Detailed procedures will also be included in the First Aid Procedure for ongoing reference.

Staff and pupils should practise good personal hygiene. Pupils will be taught about personal hygiene and practice.

If staff or pupils vomit on school premises the office should be advised immediately. A decision will be taken as to whether the student or member of staff needs to be sent home immediately to minimise the risk of cross infection.



First Aid Policy

Policy

Review Date: May 2019

Next Review Date: May 2020

Version Control

Version no	Revision Date	Approved by	Circulation
1/2	Created 13/9/17	HR and Learning Manager / Head of School / Directors	Office copy
3	13/5/19	HR and Learning Manager / Head of School	All staff by email / server: shared staff folder /office copy