

FIRST AID POLICY

Policy Statement

The Headteacher and Governing Body accept their responsibilities under the Health and Safety (First Aid) Regulations 1982 and acknowledge the importance of providing First Aid for employees, students and visitors within the school.

The staff recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and agree to abide by the school's procedures for reporting accidents.

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 hospital as quickly as possible.

First Aiders will all hold a: First Aid at Work Certificate (FAW).

Statement of First Aid Provision

The school's arrangements for providing First Aid include:

- Placing a duty on the Headteacher and Governing Body to approve, implement and review the First Aid policy
- Reporting and record accidents using relevant forms
- Providing equipment and materials to provide First Aid treatment
- Providing First Aid training for employees, maintaining records of training and reviewing annually
- Establishing a procedure for managing accidents in school which require First Aid treatment
- Providing information to employees on the arrangements for First Aid
- Ensuring that First Aid requirements are reviewed on a regular basis and use this information to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs such as Sickle Cell, Anaphylaxis and Diabetes)
- Ensuring that the First Aider notifies parent/carers if their child is unwell and they require immediate collection from school or seek permission for them to be allowed home on their own
- If a student is unwell they must attend the First Aid room situated behind Student Services (students, must not text or phone parent/carers and request to be collected or to be allowed home; this decision will be made by the First Aider)

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First Aiders cannot diagnose medical conditions. The First Aiders are trained to assess whether the student is well enough to attend lessons. If the First Aider deems the student needs further support, they will contact parent/carers and offer advice to seek further support such as GP/Walk in Centre or Hospital. Students with suspected back or neck injuries must not be moved unless ambulance personnel are present.

An ambulance will be called should the First Aider deem it necessary, i.e. if a student receives a serious head injury, serious bleeding, or a seizure lasting more than 3 minutes.

In an emergency as stated on an IHCP, MSP or Advisory Care Plan all procedures and directions will be followed and parents informed.

Arrangements for First Aid

The school will provide materials, equipment and facilities to provide First Aid. A standard workplace compliant First Aid Kit, which conforms with new British Standard BS-8599-1:2001, is available in the following locations:

- First Aid Room (via Student Reception)
- All Technology Class Rooms
- All Science Labs
- Textiles – T1
- Food – T2
- Drama/Dance
- P.E/Gym/Fitness Room
- All Art Rooms
- Staff Room
- Humanities Office
- LRC

Two automated external defibrillators are available; they are located in:

- Main Reception
- Reprographics

The contents of the kits must be checked on a regular basis (monthly) by the Lead First Aider.

The school has 2 spare EpiPens and 2 spare Asthma Pumps located in:

- First Aid Room
- Reprographics – G15

Parental consent must be given via the schools Asthma consent form, for use of the school's spare Asthma Pump.

Dates are to be checked on a regular basis (monthly) by the Lead First Aider.

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Approved: 15th June 2021

Next Review: Summer Term 2023

A list of First Aid trained staff is displayed in the First Aid Room near Student Reception, in Main Reception and in various areas around the school. It is also available to view on the 'L' Drive/Admin/First Aiders and in all First Aid Kits.

Before undertaking any off-site activities, staff will upload all details on EVOLVE to assess the risk level of students; this will be done by the Trip Leader. At least one First Aid Kit should be taken on any trip and all IHCP/Advisory Care Plans and MSPs should be taken on the trip along with medication and appropriate trained member of staff.

Information on First Aid Arrangements

The Headteacher must inform all employees at the school of the following:

- 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 Lead First Aider will ensure that signs are displayed throughout the school providing the following information:

- The names of employees with First Aid qualifications
- Their room number and/or extension number

All members of staff must be made aware of the school's First Aid Policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents Involving Bumps to a Student's Head

The consequence of an injury from an accident involving a bump or blow to a student'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 must be sent home to the parent/carers.

Transport to Hospital or Home

The attending First Aider will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance must be called and the student's parent/carer must be notified. If hospital treatment is required, then the student's parent/carer must be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contact(s), then it may be deemed necessary for a member of staff from the school to transport the student to hospital, with another accompanying member of staff.

When arrangements are made for transporting a student, the following points must be adhered to:

- No individual member of staff must be alone with the student in a vehicle
- A second member of staff must be present to provide supervision of the injured student

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