



Policy:	First Aid
Owner:	Facilities
Approval Date:	January 2019
Review Frequency:	3 years
Review Date:	Mar 2022
Signed:	
Notes:	

As a Rights Respecting School we recognise Article 24 'Every child has the right to the best possible health' from the UN Convention of the Rights of the Child.

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.

The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

Responsibilities of First Aid Co-ordinator

- The school has an appointed First Aid co-ordinator. This is Jo Lomakin.
- She will ensure that all first aid kits are kept suitably stocked.
- She will audit the first aid kits every term and administer their replenishment as required.
- However, if a first aider uses a first aid kit and becomes aware that it requires replenishment, or that it is damaged, or that a first aid kit is missing from its prescribed location, it is their responsibility to inform the co-ordinator of that fact.

Location of First Aid Equipment

School office - the main first aid kit is kept in the school office. This is taken onto the playground at break times. The office also houses a separate first aid kit for emergency use and three waist bags. The waist bags can also be used at break times. However, two of the waist bags **must** be taken on any offsite visit, including any extracurricular clubs which go to the Recreation ground.



The Lodge – first aid kits are kept in the Year 6 and Year 2 classrooms. They hang on the wall immediately inside the classroom doors.

Mount Pleasant – first aid kits are located in the hall and the Year 4 classroom. The kit in the hall hangs on the wall immediately inside the door. The kit in the Year 4 classroom hangs on the wall immediately inside the door.

There is a defibrillator in the telephone box at the bottom of Mount Pleasant.

First Aid Personnel

A list of qualified first aiders is located on the staff room notice board, the main staff notice board, in the school office and adjacent to the teachers desk in each classroom.

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.

General Procedures

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

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call one of the school's first aiders for assistance.
- If required, the first aider may seek advice from a suitably qualified colleague.
- They will assess the patient's condition and may call 112 for advice if needed.
- They will treat the patient appropriately and then record the treatment.

Emergency Procedures

- If it is so required, staff will call 999 and summon the emergency services.
- Each of the school's telephones has printed information adjacent to the keypad. This information explains how to access an outside line and has the full address of the school which will need to be given to emergency services.
- School staff must then contact the parents if a child is involved, or the next of kin in the case of an adult, to inform them of the situation.
- A member of staff will accompany any patient to hospital and stay with them for as long as is required.

Dealing with Visitors

Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider. 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.

Children with Medical Needs

A list of children who have any medical conditions, epipens or who have diabetes will be on display in the Staff Room.

Staff Training

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



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. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.