

First Aid Policy

Policy Statement:

It is school policy that there are appropriate First Aid arrangements in place for all staff and students and to ensure that the School complies with the Health and Safety (First Aid) Regulations 1981. During school hours an appointed trained First Aider is able to attend to any incident within the School immediately. A periodic review of the adequacy and effectiveness of first aid arrangements is part of the health and safety management process.

First Aiders:

Basic First Aiders are able to recognize and give immediate help for any treatment of minor injuries and illness. If the condition requires medical intervention, the First Aider will ensure that an ambulance or other professional help is called. In total we have three First Aiders in the school.

All First Aiders have attended an approved course in emergency basic first aid and hold Emergency First Aid at Work certificates. All First Aiders have to do a refresher course every three years.

The names of the designated First Aiders are displayed on First Aid posters on each floor of the building. First Aid posters are recognisable by the First Aid symbol (red cross on white background) or the British Red Cross symbol. All posters are updated and checked regularly.

Equipment:

First Aid Boxes: There is one first aid box in each building. The first aid boxes contain equipment in line with the appendix attached.

The First Aiders are responsible for regularly checking and replenishing first aid boxes and ensuring all equipment is in date.

Procedure for obtaining First Aid:

If someone has an accident or becomes unwell, the nearest First Aider is contacted. (Posters of the First Aiders are clearly displayed in each building.) The First Aider will assess the situation and stay with the casualty until recovered, or make arrangements for further medical assistance if needed.

Medical support: if a casualty needs urgent medical treatment, an ambulance will be called and the casualty taken to the nearest hospital Accident and Emergency (A&E) department. The First Aider will remain with the casualty until the ambulance arrives and in the case of an under 18 student the First Aider or other appropriate person will accompany them to the hospital.

In the event of hospital treatment being required, the parents of the under 18 will immediately be notified by contacting them on all known phone numbers, emails or via agents.

Records:

Each incident is reported in the Accident and Emergency book. One book is kept in each building.

The report includes details of the person giving first aid and the full details of the patient receiving treatment, and summary details of the treatment given. When necessary, the accident will be reported to RIDDOR. All incidents must be reported in full, even if minor.

Appendix 1:

First Aid Equipment:

- Guidance leaflet
- Sterile plasters
- Sterile eye pads

- Triangular bandages
- Roller bandages
- Safety pins
- Medium wound dressings
- Large wound dressings
- Disposable gloves
- Alcohol-free disinfectant wipes

This is the minimum recommendation for contents and most commercial first aid boxes may have some additional equipment e.g. adhesive tape, scissors etc.

All boxes are regularly checked and replenished.