

# FIRST AID POLICY



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## 1. Purpose

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees and anyone else on the premises receive immediate attention if they are injured or taken ill at work. The Senior Leadership Team recognize that they are responsible for the timely and competent provision of first aid facilities for all students, staff and any visitors while on site.

## 2. The school's objective is to ensure that arrangements are in place:

- To provide adequate first aid cover in school, within the competence of the staff trained to provide it.
- For taking the appropriate action where further treatment or advice is needed, including the circumstances where an ambulance should be called.
- For informing parents, teachers and other appropriate persons of the action taken.
- Where appropriate, for following up and monitoring progress after treatment.
- For proper and confidential recording of treatment given and action taken.
- To make the above provision available to all students, staff and visitors.

## 3. To this end the school will provide

- The Head of School is to oversee the arrangements for first aid (and all health matters).
- A trained person to provide first aid cover on site during school hours who will also:
  - be available to students and staff for consultation;
  - co-ordinate arrangements for students with particular conditions (e.g. allergies, asthma and epilepsy);
  - liaise with parents as necessary regarding medical matters, including following up injuries;
  - oversee use of accident reporting forms and the reporting of accidents and incidents (including, where appropriate reporting under RIDDOR) and maintain associated records; and
  - complete care plans detailing arrangements for students with long term medical conditions such as asthma, epilepsy or diabetes.
- An adequate number of staff with valid first aid qualifications within school and on each school site when students are present (including ensuring that update training is provided as necessary).
- In particular, training in first aid for all PE and games teachers and staff supervising expeditions.
- Lists displayed at key locations in the School giving the names of qualified first aid staff.

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- Facilities for the provision of first aid, including medical rooms, first aid boxes within school and first aid kits for activities outside school.
- Information on health and safety noticeboards regarding the names of qualified first aiders and location of first aid equipment.
- Facilities to enable staff to summon assistance in case of accident.
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent.
- Arrangements so that contact details for a student or member of staff are available in case of an incident, whether within school or not.

#### **4. Staff qualified to provide first aid will:**

- Provide immediate care until further assistance is available.
- Assess whether further assistance is required and if appropriate seek it (e.g. call an ambulance).
- If the incident is within school and within school hours, inform the School Office and then the Care office, who will, if appropriate, arrange to inform parents (in the case of a student) or other adult in the case of a member of staff or adult visitor.
- If the incident is outside school and/or outside school hours, inform the parents or responsible adult directly.

First aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use.

For the purposes of this policy, a member of staff is deemed to be qualified to administer first aid if they have a valid Practical First Aid certificate issued by a recognised body (e.g. Priory Training).

Arrangements for the provision of first aid will be considered in the risk assessment for all sports and adventure activities.

Further information about First Aid in schools can be found in the DfE publication First aid in schools. Guidance on first aid provision. Published 15 August 2000. Last updated 12 February 2014.