

FIRST AID POLICY

Policy No: 14.5

To Be Reviewed: Annually

Person Responsible for Review: Headteacher

Our First Aid Policy is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To ensure that effective, safe First Aid cover for pupils, staff and visitors is in place.
- To ensure that all staff and pupils are aware of the system in place.
- To ensure that sufficient numbers of staff are qualified First Aiders.

First Aiders will:

- Ensure that their qualifications are always up to date.
- Ensure that the contents of First Aid boxes are replenished.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services if necessary.
- Help fellow First Aiders at an incident and provide support.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **significant** head injuries promptly via telephone.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at the hospital by a relative.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the Accident Book.
- Ensure that everything is cleared away and disposed of safely. No contaminated or used items should be left lying around. Any bodily fluids or stains on the ground must be washed away thoroughly.

The Headteacher will:

- Ensure that there is always a qualified first aid person available on each school site.
- Keep a record of all staff accidents at work that fall under RIDDOR.
- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.

Teaching and support staff will:

- Familiarise themselves with the First Aid procedures.
- Ensure that any students, apprentices or work experience staff are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the School Office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat a casualty, unless staff are in possession of a valid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Have regard to personal safety.
- Report all accidents to themselves at work.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Inform the office immediately if they become aware of any new medical condition or allergy regarding the children in their care so that a Healthcare Plan can be put in place.

Office Staff will:

- Keep Room Leaders/Teachers up to date with details of any known medical conditions of children in their room/class
- Ensure that Healthcare Plans for children with known medical conditions are completed, kept on file and a copy passed on to the relevant Room Leader/Teacher.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

Signed Headteacher Date

Date of Review

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