



FIRST AID POLICY (13a)

This Policy outlines the schools responsibility to provide adequate and appropriate First Aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is an extension to the Health and Safety policy.

Policy Statement

The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981.

The school will provide adequate arrangements for training and retraining of the appointed school First Aiders. Basic First Aid training will be part of INSET every 3 years for all staff. The school will provide adequate facilities to care for basic First Aid requirements of pupils, staff and visitors.

Aims/Objectives

- To ensure compliance with all relevant legislation
- To appoint an appropriate number of First Aiders to meet the needs of the school
- To provide suitable training by an suitable recognised organisation
- To provide sufficient and appropriate facilities, resources and equipment
- To maintain accidents records and to report to the HSE as required under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995
- To carry out regular assessment in order to maintain adequate First Aid provision

Responsibilities

The Governors are responsible for the Health and Safety of the employees and anyone else on the premises including teachers, non teaching staff, pupils and visitors.

The Head must ensure that adequate assessment of the school is undertaken and that appointment, training and resources for First Aid provision are appropriate and in place.

The Head should ensure that the policy and information on the school's First Aid arrangements are made available to staff and parents.

The Head of Finance and Estates should ensure arrangement of adequate Insurance.

The Head of Finance and Estates should ensure a suitable available budget for First Aid training and supplies.

All staff are expected to do all they can to secure the welfare of the pupils.

The individual First Aider or person dealing with the accident is responsible for the completion of the accident report.

The Deputy Head along with the School Nurse will ensure that assessments are carried out to ascertain the First Aid training needs of the school.

Responsibilities of the School Nurse along with the Health and Safety Officer

Ensure adequate and appropriate resources and equipment are available for the administration of First Aid.

Maintain records as required by law including accident recording and reporting.

Review accident reports looking for any regular occurrences and acting accordingly, including accident investigation.

Maintain a First Aid Register and alert staff when a refresher or retraining is required.

Arrange training as required by a suitable recognised organisation.

Maintain a First Aid Kit location register and arrange checking of the kits at regular intervals.

All staff have a responsibility to inform school nurse if they have used any contents of a first aid kit.

Procedures

The school nurse is the nominated First Aider whenever she is on duty.

At other times the nominated First Aider will be the boarding team member on duty. All the boarding staff are trained in first aid.

All injuries and accidents will be dealt with where possible in the medical room located off the day room. However some accidents will need to be dealt with where the accident took place.

In the event of the First Aider being unable to deal with the injury they will need to seek further medical help by calling 111 or 999.

Basic hygiene procedures must be followed by all staff administering First Aid. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings and equipment.

For significant amounts of blood or other bodily fluids, biohazards kits should be used.

Accidents must be reported in the accident book at the time of the injury or soon after. Parents will be informed as soon as possible if their child has had an accident resulting in an injury.

The accident books are located in the medical room. There is an accident book for pupils and a book staff and visitors.

The riding stables have their own accident book; completed forms should be brought to the medical room at the time of injury or soon after.

The EYFS also have their own accident book with an individual page for each child, the parent or guardian must sign the accident book on collection of the child.

The first aider who deals with the injury is responsible for completing the accident form.

Some accidents require reporting to the HSE under the RIDDOR regulation 1995.

For further information see www.hse.gov.uk. The school must keep a record of any reports made to the HSE; this record can be combined with other accident records.

Useful Addresses

<http://www.hse.gov.uk/>

<https://www.gov.uk/government/publications/first-aid-in-schools>

<http://www.sja.org.uk/sja/training-courses/first-aid-in-schools.aspx>

Sharon Beaumont
School Nurse

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