

First Aid Policy

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1 - Policy Statement

The Directors accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the School.

2 - Introduction

'First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.'

Staff administering first aid should seek to assess the situation, protect themselves and the casualty from any further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to the emergency services or hospital as quickly as possible.

3 - Statement of first aid provision

The School's arrangements for providing first aid will:

- Place a duty on the Head of School to approve, implement and review the first aid policy in conjunction with the School Manager;
- Place individual duties on all employees;
- Report and record all accidents or near misses;
- Record all occasions when first aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide first aid treatment;
- Establish a procedure for managing accidents in school which require first aid treatment;
- Provide information to employees on the arrangements for first aid;

- Undertake a risk assessment of the first aid requirements of the school and review on a regular basis or if any changes;
- Ensure that there is an adequate number of first aiders on site;
- Staff will be first aid trained for any individuals that have any additional requirements e.g. children with medical needs such as EpiPen training;
- Where appropriate notify parent/guardian that first aid treatment was given to the child.

4 - Arrangements for first aid

- The school will provide materials, equipment and facilities to provide first aid and ensure that there is a sufficient supply of first aid materials.
- First aid kits are provided at all sites and these include specialist kits for kitchen areas.
- Bio-hazard disposal kits are located in the COSHH cupboard at the Anstey site and in the first aid room at the Victoria Road Site, Ratby & Markfield.
- Portable first aid kits are available at each site for use for offsite activities. Where individual staff work with students offsite on a regular basis they will be issued with a portable first aid kit.

A large proportion of staff have received first aid training. A list detailing allocated first aiders and the location of all first aid kits will be displayed at each individual site.

The contents of the kits will be checked on a regular basis and checks undertaken will be documented. All staff have the responsibility of ensuring any contents used are replaced when required.

Before undertaking any off-site activities, the level of first aid provision will be assessed by the person responsible for the visit as part of the risk assessment process and at least one portable first aid kit will be taken along.

If a student has an accident that requires first aid treatment whilst at school an accident form will be completed and an automatic statement will be sent via email to parents explaining that their child has had an accident and first aid has been administered, if they require any further information please contact the office who will be able to give more details.

No member of staff should attempt to give first aid unless they have been trained.

5 - Information on first aid arrangements

All members of staff will be made aware of the school's first aid policy and the first aid risk assessment and should be read for regular updates.

Staff will be informed of the following arrangements during their initial induction;

- The arrangements for recording and reporting of accidents
- The arrangements for first aid
- Those employees who are qualified first aiders
- The location of the first aid kits.

Any changes to the above will be notified to all staff.

In addition, the School Manager will ensure that signs are displayed throughout the school providing the following information:

- Location of the first aid room.
- Location of the first aid kits.
- Employees who are trained first aiders

6 - Accidents involving bumps to a student's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. The students' parents / guardians will be notified in the event of a head injury.

7 - Transport to hospital or home

The Head of School will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the injured person's emergency contact / pupil's parent or guardian will be notified. If hospital treatment is required, then the injured person's emergency contact / the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head of School may decide to transport the injured person / pupil to the hospital.

Where the Head of School arranges for transporting a pupil then the following points will be adhered to:

- Transportation will be in accordance with the school transport risk assessment;
- Only school vehicles or staff cars with business insurance will be used;
- No individual member of staff will be alone with the pupil in a vehicle in emergency;

- A second member of staff will be present to provide supervision of the injured pupil.

8 - Managing blood and bodily fluids

To protect staff and students from the risk of cross infection, designated staff will undertake recognised, specific training for the management of spills of blood and body fluids (e.g.: Faeces, Vomit, Saliva, Urine, Nasal and Eye discharge). Bio-Hazard training will be given to all staff so that they are aware of the correct procedure for the safe management and cleaning up of bodily fluids.

Staff and pupils should practise good personal hygiene. Pupils will be taught about personal hygiene and practice.

If staff or student vomit on school premises the office should be advised immediately and that individual staff / student will be sent home immediately to minimise the risk of cross infection.

Related Policies:

Health and Safety Policy, Transport Risk Assessment, Administration of Medication Policy

Policy owned by:

Name: *School Manager*

Signature: *h.g.*

Revision Control:

Revision Number	Page Number/s	Revision explanation	Date of change
1		Created by HR Manager	13/09/17
2		Reviewed	13/05/19
3		Review	16/06/21
4	All	Review – Added additional sites & automatic email statement if a student has an accident at school	Nov 22

Approved Sign off:

Sign needed by:	Name	Signed	Date
Member of Senior Leadership Team	S Dogra	<i>S</i>	Feb 2023

Next Review Date: November 2023