



FIRST AID POLICY

November 2023

Policy Originator: School Office Administrator

Status: Non-statutory

Review Period: Yearly

Date: November 2023

Next review date: November 2024

Purpose

First Aid can save lives and prevent minor injuries becoming major ones. This policy is to ensure that there are adequate and appropriate equipment and facilities for providing first aid to all staff, pupils and visitors to the school. This policy has been drawn up using the DfE document GUIDANCE ON FIRST AID FOR SCHOOLS.

Context

The policy is based on the school's responsibilities to

- Ensure there are suitably stocked first aid containers provided
- Ensure that there are the appropriate number of qualified first aiders
- Provide information for staff and parents on first aid arrangements
- Assess and supplement the minimum required provision with a risk assessment
- Ensure first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits

First Aiders

First Aiders must complete an accredited training course.

Their main duties are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and when necessary, ensure that an ambulance or other professional medical help is called.

The Governors have agreed set criteria for the number of First Aiders. There is one per class plus one in the office. This ensures there is an adequate provision to cover sickness or any other absence. At least one person holding a current first aid certificate must accompany all classes on trips/outings.

Trained appointed first aid staff are:

- School Office Administrator
- 4 Classroom TA's
- Midday Supervisor
- 2 Nursery Staff

First Aid Equipment

First Aid boxes are located in the School Office, in the Dining Hall, in the Nursery and in the Oasis, and within emergency grab bags for use during evacuation. Each main class has their own First Aid bum bag. All excess/additional First Aid equipment is stored in the School Office. The School Secretary is responsible for checking and restocking the boxes. At playtime and lunchtime there is a large First Aid bag that is taken outside. There is a separate First Aid bags available to accompany school visits. Appendix I lists the items included in each first aid kit.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities. Care must be taken when dealing with blood and other bodily fluids and disposing of dressings or equipment. Soiled dressings should be disposed of in the sanitary bins located in the staff toilet.

In the instance of a child biting another child/adult, and if the skin has been broken, parents of both children (if applicable) must be notified and informed that they may wish to seek medical advice. In the case of the person who has been bitten, medical advice should be sought unless the bite is very minor.

Reporting

Staff are made aware of the procedures for calling for help from another adult e.g. gold disk system and walkie-talkies taken out at play times. All accidents are recorded in the accident book. Any child that receives any knock or trauma to the head is given a blue form to take home so that parents are aware of the fact, and if a child is sent home with any serious injury a report is sent on line to Surrey County Council. Incidents involving parents, visitors and contractors are also reported to Surrey County Council.

Information

This policy is available to view and download on the school website, and named photographs of the trained first aiders are on display outside the office and in the school hall.

Accommodation

To comply with the Education (School Premises) Regulations 1996 the Staffroom is the designated room for providing first aid as it near a washbasin and toilets and can be made readily available when needed.

Links with other policies

The First Aid policy links with the Supporting Pupils with Medical Conditions Policy, Emergency Plan, Outdoor Education & Educational Visits Policy, Lettings Policy, Club Guidelines, Child Protection & Safeguarding Policy, and the Health & Safety Policy.

Training and Support

Staff conditions of employment do not include giving first aid but any member of staff may volunteer to undertake these tasks. The school will arrange adequate and appropriate training and guidance for staff that volunteer to be first aiders/appointed persons. First Aid certificates MUST BE renewed before they expire otherwise a full First Aid training course will need to be completed. Teachers and other staff in charge of pupils are expected to use their best judgement at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children

APPENDIX I

All First Aid Kits to Include

- a leaflet giving general guidance on first aid
- accident book
- pen
- bumped head slips
- medical scissors x1
- individually wrapped sterile plasters (assorted sizes)
- sterile pad with bandage x1
- individually wrapped bandages x1
- triangular bandage/sling x1
- large sterile individually wrapped wound dressings x2
- small sterile individually wrapped wound dressings x2
- latex-free disposable gloves
- eye wash x2
- instant ice pack x2
- sterile gel-soaked dressing for burns x1
- hypo allergenic tape x1
- foil blanket x1
- individually wrapped wipes
- nappy bags
- hand sanitiser x1