



First Aid policy

This policy provides a statement of commitment to provide timely and appropriate first aid care to staff, students and visitors. It recognises the need for a duty of care and the legal requirement for first aid provision and sets out to ensure that adequate arrangements are provided for dealing with emergency situations that require first aid.

These arrangements will include:

- Assessing the risks involved and the control measures that need to be put in place e.g. provision of First Aid 'Appointed Persons'.
- Implementing and monitoring the control measures.
- Ensuring that emergency procedures are developed and implemented.
- Issuing appropriate safety equipment to the personnel involved. Forms for recording the issue and maintenance of personal protective equipment (PPE) can be obtained from the First Aid 'Appointed Person'.

First aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. In an emergency situation first aid aims to maintain life, to prevent further harm/injury, to ease pain and to prevent the deterioration of the person's condition until professional help can be obtained.

Students

- Parents/carers will be contacted and asked to collect the student from school. It is the decision of the parent/guardian whether to seek medical aid once an ill or injured student is collected from school and our advice would always be to follow this course of action however we can assume no responsibility for the outcome of any decision.
- Where the injury or illness is beyond the scope of basic first aid and requires emergency treatment, the school will contact the parent/carer or alternative emergency contact in addition to contacting the emergency services if required. In the circumstance where no contact person is available, the school will call an ambulance to transport the student to appropriate care. In the absence of a parent/carer a school staff member will travel with the student and act in loco parentis until contact can be made. A member of staff will only escort a student when the parent/carer cannot be contacted. If a student is escorted to hospital the member of staff will be made aware of particular medical conditions and will be given contact details.
- A record will be made of all injuries or illness occurring during school hours and on any school-related activity. The parent/carer will always be notified of any injury sustained by their child involving the head, eyes, mouth or genital area. (Please note that under child protection laws no person, including any first aider, should examine genital areas.) This may be via a telephone call home, depending on severity and at the discretion of the first aider. For minor injuries such as paper cuts, or minor grazes the parent/guardian may not be notified immediately but will be informed of any significant first-aid treatment

their child has received as soon as is practicable. A confidential accident report will be made and an investigation into the accident will take place.

Staff

- Next of kin will be contacted and emergency services called if required. A confidential record will be kept and any accident will be investigated. It is the decision of the next of kin whether to seek medical aid once an ill or injured member of staff is met at the school and our advice would always be to follow this course of action however we can assume no responsibility for the outcome of any decision.

Visitors

- Next of kin will be contacted and emergency services called if required. A confidential record will be kept and any accident will be investigated.

Responsibilities of the school

The principal will periodically review the requirements on site for the practical arrangements at the point of need:

- numbers and location of trained first aiders and first aid kits;
- the names of those qualified in first aid and the requirement for updated training every three years.

The principal will ensure, as far as is practicable, that first aid facilities meet the potential needs of all persons within their area and are accessible throughout all working hours and working situations.

Determining our first aid requirements at the school will involve making decisions on:

- how many first aid trained staff are required
- level of training required
- which areas will require first aid kits and who has access to them
- what contents are required in each kit
- whether special kits are required for outings e.g. fun day
- guidance on when to call an ambulance – for example if the person is bleeding profusely, is having severe breathing difficulties, is experiencing chest pains or has a suspected spinal injury
- hygiene procedures for dealing with the spillage of body fluids
- training first aiders on how accidents are to be recorded and parents informed

First aid 'appointed persons' role and responsibilities

The role of first aid personnel is to undertake the initial treatment of people suffering injury and illness at work. To carry out this function a minimum requirement of a current first aid certificate is required. A person possessing this qualification should:

- be able to undertake the initial treatment of injuries and illness occurring;
- apply standard precautions for infection control;
- be able to record details of first aid given;
- ensure first aid skills are maintained at an acceptable level, including attending refresher courses.

First aid boxes should include:

disposable gloves, cotton wool, dressing pads, micropore tape, face shield, moist wipes, sterile water pod, scissors, pharma strips, bandage, airway size 3, irrigation solution, ice pack, non-sterile swabs, large wound dressing, foil blanket.

Confidentiality

Information obtained during provision of first aid, including medical conditions and treatment will be kept confidential. Disclosure of this personal health information after the event can only be made with the person's written consent. We are aware that the disclosure of health information without written consent is unethical and may be illegal in some instances.

Calling for an ambulance

In an emergency situation, call an ambulance on. Ensure precise details are given of location e.g. postcode BB6 7NF, name of the school, closest entrance Church Street. You must ensure the precise location in the building and details of the casualty's condition are given.

Offsite trips

In accordance with the Code of Practice for Safety in Site Visits and Fieldwork it is necessary to undertake an assessment of the risks to the health and safety of those taking part and also those who might be affected by the activity, so this must form part of the planning for the activity. Specific measures may be necessary to support students who take medication.

All staff participating in the educational visit must be aware of the medical needs of the students and any agreed medical emergency procedures. A member of staff should be trained where necessary to administer medication and take the lead in the event of a medical emergency.

The parent/guardian of a student with medical needs must provide the following details well in advance of the educational visit:

- Details of the medical condition
- Emergency contact numbers
- GP details – name, address and phone number
- Written details of any medication required (instructions on dosage/times and written permission for staff to administer)
- Written permission if the student will administer their own medication
- Information on allergies or phobias
- Special dietary needs.

This information is already held by the school and the group leader will be given a medical list to accompany the trip. In the case of a need for the student to take medication on the trip, this information will be passed to the responsible person accompanying the trip before the visit.