

First Aid Policy

Policy Reviewed: January 2022

Next Policy Review Date: January 2023

Introduction

This policy is prepared using the DfE February 2014 publication “First Aid in schools”

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

The school shall inform employees and volunteers of the first aid provisions made for staff, including the position of equipment, facilities and names of designated first-aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the regulations and the school will not permit the presence of any such medication in designated first aid boxes.

Roles and responsibilities

The overall responsibility for the day-to-day management of school rests with the College of Teachers.

The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.

Designated First-aiders

The following members of staff are designated as first-aiders:

- Barbro Edwards Paediatric First Aid
- Claire Kilvert Jones Paediatric First Aid
- Anthea Stock Paediatric First Aid
- Mark Barber Paediatric First Aid

Management of first aid equipment

It shall be the responsibility of the College of Teachers to ensure the provision of materials, equipment and facilities needed for the level of cover required.

This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in the agreed designated areas.

Where additional or replacement material or equipment is required, staff should speak to appointed person (Claire Kilvert-Jones) about ordering more items immediately, who will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis by the appointed person.

Although the appointed person is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, first-aiders shall take responsibility for ensuring their first aid box contents are sufficient.

Fixed and portable first aid boxes

All school first aid boxes are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

Portable First Aid Boxes are located in:

- School office
- Music room
- Kitchen
- Kindergarten
- Gym
- Parents room

When taking children onto the land or out on school trips a first aid box **MUST** be carried

First Aid Boxes should contain as a minimum (as recommended by the HSE)

- Guidance leaflet from HSE
- Individually wrapped triangular bandages
- Safety pins
- Disposable gloves
- Resuscitation mouth shield
- Pair of blunt ended scissors
- Selection of different sized individually wrapped plasters
- Large and medium-sized sterile, individually wrapped, unmedicated wound dressings.
- Sterile eye pads
- Sterile eye wash pods
- Individually wrapped sterile moist wipes

No medicinal substance or materials are permitted within a first aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.

Eye baths/cups/refillable containers should not be used for eye irrigation.

Suitable room and treatment area

According to DFE guidance;



Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first aid needs identified. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Schools should consider using this room for first aid. However, first aid facilities may need to be made available quickly. This means that, if needed, first aid can also be administered in a classroom or the hall.

Our **Suitable room** is situated next to the School Office. At all times the dignity and feelings of the patient must be respected.

First aid training

All designated first-aiders must re-qualify every three years. This means re-qualifying before the end of the third year when the certificate is no longer valid.

All staff must be familiar with the school's First Aid Policy.

Coronavirus: additional information

PPE is available to all staff and must be used in a case of suspected coronavirus. Any member of the school taken ill with clear Covid 19 symptoms in the school day will, in the case of a staff member, be sent home and, in the case of a pupil be isolated (in our suitable room-see above) until a parent takes them home. The area will be thoroughly cleaned afterwards with appropriate products.

Endorsement:

Name: Linda Parker

Position: Chair of ECTE

Date: 28/01/2022