

Blagdon Primary School



First Aid

Policy

Reviewed by	Headteacher	13 th Feb 2018
Approved by	TLA	25/4/18
Endorsed by	Full Governors	9/5/18
Next Reviewed:	Feb 2020	

Blagdon Primary School
First Aid Policy

1. Policy Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

3. First Aid Organisation

The school's arrangement for carrying out the policy include nine key principles.

1. Places a duty on the Governing body to approve, implement and review the Policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school that require First Aid treatment.
8. Provide information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of the first aid requirements of the school.

4. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance

- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for :-

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then, if necessary, call 999 or 111 for advice. Where a child is involved contact the parents.
- All first aid administered should be logged in the first aid book. A copy is then given to the child to take home to parents. The first aider may deem it necessary to make a phone call home to advise the parent of first aid given.
- Any loss or damage to first aid equipment must be reported to the School Office
- If a first aid kit is poorly stocked, this should be reported to the School Office.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing the School Office when it is poorly stocked.

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

6. Children with Medical Needs

A list of children with medical needs can be found in class register bags and in children's folders in the office (locked cabinet). This information is shared with all staff.

7. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course.

8. Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

First Aid Area – Main House

SMSA packs – Main House (front door)

A defibrillator can be found in the red telephone box opposite the school