

First Aid Policy



This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Local Procedures Owner: Karen Caswell

Issue date: March 2018
Review date: March 2019

Legislative guidance:

Health and Safety at Work Act 1974

The Health and Safety (First-Aid) Regulations 1981

The Independent School Standards – Part 3 – Welfare, Health and Safety

The Named First Aid Personnel at Hillcrest Glebedale School are:

Karen Caswell, Nathan Berry

All other staff complete Emergency First Aid at Work as part of staff induction

1. General Statement

At Hillcrest Glebedale School 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. The 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 review 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 review 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. 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.

4. 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 if appropriate call 999 or 112 for advice.

If a child is unwell at school their parent/carer will be informed and a decision made as to whether they remain in school, return home or attend hospital. It may be the pupil spends time in the medical room and can return to class. If the parents cannot be reached the school will make the decision.

If you need to access a first aid kit for personal use, do not remove it from its designated place.

- Any loss or damage to first aid equipment must be reported to Emma Giles

- If a first aid kit is poorly stocked, this should be reported to Emma Giles.
- 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 Emma Giles 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 on Info Exchange.

6. Children with Medical Needs and Prescribed Medication

If a child required prescribed medication in school the medicine will be clearly labelled with the pupils name and written directions for use. It will be stored securely and only staff with suitable training having access. All medicines administered should be recorded in pupils' logs.

Emergency medication: A list of children who have epipens, inhalers or who have diabetes will be supplied to all staff and must be stored confidentially. The location of each child's epipen or inhaler will appear alongside the child's name.

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. All staff complete Emergency First Aid at Work (EFAW) and the school also has two staff who hold First Aid at Work (3 Day) certification.

8. Information for Employees

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:

Primary Medical Room

Secondary Medical Room

Reception

Headteacher's Office