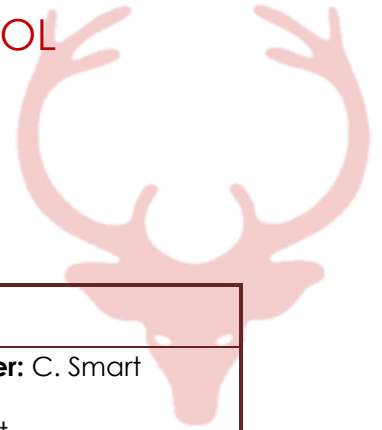


# THE RICHARD CLARKE FIRST SCHOOL



<b>Policy Name:</b>	<b>FIRST AID POLICY</b>		
<b>Policy Author:</b> K. Hanson	<b>Linked Governor/reviewer:</b> C. Smart		<b>Committee:</b> Pupil Support
<b>Date Approved by Governors:</b> 28.2.22	<b>Related Policies:</b> Special Educational Needs Information Report and Policy Early Years and Foundation Stage Policy Intimate Care/Toileting Policy Whole school Safeguarding Policy including child protection Educational Visits Policy		
<b>Review Frequency:</b> every 3 years			
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<b>Document Version:</b> 2			

<b>Chair of Governors:</b>		<b>Date:</b>
<b>Audience:</b>		<b>Yes / No</b>
Pupil Governors	✓	
Finance/resources Governors		
Standards Governors		
Teaching Staff	✓	
Support Staff	✓	
Lunchtime Staff	✓	
Parents	✓	
Other		

## The Richard Clarke First School First Aid Policy

### 1. General Statement

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

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 a risk assessment 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 the current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

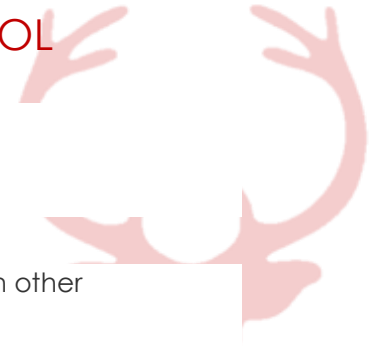
- Size of school
- Type of school
- Building layout
- History of accidents
- Needs of travelling (school trips)
- Lone workers

### 3. Responsibilities of First Aid Personnel

So that they can 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.

At The Richard Clarke First School, all Teachers, Teaching Assistants, Lunchtime Supervisors and Office Staff have a Basic First Aid qualification. This is refreshed every three years. The Office staff are the persons responsible for First aid at Work and are 'The Appointed Persons'. This qualification is also refreshed every three years. Early Years staff also have Paediatric First Aid training.



Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill when other Emergency First Aiders are not present
- Calling an ambulance where necessary
- Being responsible for 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 then call 999 or 112 for advice.

Where a child is involved, contact the parents in the first instance. If the parents/carers cannot be reached, the school will make the decision of what is the best route to take (our school operates a 'presumed authority' protocol and every parent/carer sign's a declaration in the induction pack to agree that emergency decisions can be made in their absence).

- All first aid administered must be recorded in the accident book, located in the medical room plus the HSE BI 510 book if necessary for employees. A note home is recommended or discussion with parents over the phone or at the end of the school day might be more practical. All head injuries must be reported to parents.
- If a child needs to go to hospital or requires treatment off-site then the appropriate document is recorded on the My H&C portal and a post incident review will take place and be reported to Governors with any recommendations implemented thereafter
- Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. (A sharps box is available in the medical room).

## 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 in the first instance administer first aid if necessary and if they are trained to do so; call for assistance or 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

Parents are asked to provide information on children's medical needs in their starter information pack and are asked to update us if these change/arise during their time

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with us in school. A list of children needing regular medication to support ongoing conditions who may have adrenalin auto injector pens, inhalers or who have diabetes can be found in every class handbook and in the office medical file (accessible to teaching, support and supply staff). Each child's auto-injector pen or inhaler can be found in the medical room in a box clearly labelled with their name. For severe asthma individual decisions to keep inhalers on child's person may be in their individual care plans. It is therefore close at hand and instructions for use and individual dosage requirements are clearly marked. The kitchen staff are also provided with a list of those children with specific allergies or dietary requirements. (See Supporting children with medical conditions policy)

## 7. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will join cycle of regular training in accordance with their role.

## 8. Information for Employees, Volunteers and Contractors

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working or volunteering on our premises. These include part-time and temporary staff as well as contractors. For this reason, information on how to summon first aid is provided as part of our induction process and signed for. First Aid arrangements for contractors at the confirmed during the 'Hazard Exchange' meeting or when a contractor attends the site.

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

- **Appointed persons – Mrs Lowther/Mrs Kennedy, Mrs Hanson, Mrs Lane, Mrs Robins**
- **Emergency First Aider at Work – Mrs Lowther/Mrs Kennedy**
- **Paediatric First Aid – Early Years Staff**
- **Basic First Aid – All teachers, teaching assistants and lunchtime supervisors**

First Aid boxes can be found in the following areas:

- Medical Room
- Hall
- Mobiles
- Kitchen

Portable First Aid Kits for school trips and lunchtimes are located in the medical room.