

First Aid Policy

May 2010

1. We have a Christian duty to care for one another, both staff and pupils, while on school premises. This will apply especially to situations where future health is in danger. If an emergency should occur – sudden illness or an accident we should be fully prepared to take the necessary action that will best care for the person/s concerned. The Management Committee is responsible for the provision of health and safety, and first aid at school.
2. The school will provide regular First Aid training for members of staff and parents who wish to volunteer to provide First Aid cover. The training must comply with the current minimum DfEE, and Health and Safety Guidelines, and should take place at least every 3 years.
3. At least one trained first aider should be present on each site during school hours, and on trips. A list of adults who have completed a first aid course should be on display at each site.
4. The main First Aid points (with First Aid boxes) are in the kitchens at both sites. There is also a first aid box in the DT room at the Hawthorns. There should be a portable Sports First Aid Kit for off-site sports activities and a portable first aid kit at each site to be taken on school trips.
5. Each first aid box must contain a list of contents and must include the minimum of requirements as set out in the Guide. An Appointed Person will check the contents of each first aid box at least every half-term and replace any items that have been used, or are past their use-by date.
6. Teachers accompanying children to off-site activities such as sport or a school trip must take a first aid kit with them.
7. All serious and significant incidents requiring first aid treatment must be reported in the Accident File – present at the main first aid points on both sites. These records should be kept for a minimum of 3 years.
8. Parents should be notified of any such incidents immediately or at the first available opportunity, at the discretion of the trained first aider. Emergency phone numbers are available at both sites in the kitchen/morning room. Full emergency information and medical forms for children and adults are in the admin drawer of the school filing cabinet in the library.
10. If any child is at school while on medication a parent should give written instructions giving time of administration and storage details. This should be handed to a teacher on arrival at school

11. Parents are asked to state on their child's health record (kept in school) whether they permit their child to be given paracetamol, and also whether plasters can be used.
12. Pupils or staff with medical conditions such as asthma or severe allergies (eg nut) should be identified and all staff should be aware of their conditions and alert to the need for prompt action. A list of children with specific allergies should be on display at each site – in an obvious location near the first aid point.
13. While giving first aid to a pupil or adult, all first aiders should avoid infection by appropriate hand washing, and if necessary, using single-use disposable gloves (available in first aid boxes). Special care must be taken when dealing with blood or other body fluids, and disposal of dressings.
14. Any fatal or major injuries to pupils or staff, due to accidents in school, must be reported immediately to the Health and Safety Executive (HSE). See Guide and HSE information sheet.
15. For guidance on when to send a person to hospital or phone for an ambulance please refer to the first-aid book in the first aid box..
16. Any child going to hospital will be accompanied at all times by a parent/teacher.

During the compiling of this policy, reference was made to the handbook "Guidance on First Aid for Schools" DfEE.

With this policy should be a copy of Guidance on First Aid for Schools (DfEE) and HSE Information Sheet – Incident-reporting in schools (accidents, diseases and dangerous occurrences).

This policy should be read in conjunction with the following policies – COSHH, Health and Safety, and Outdoor Education and Trips.