First Aid Policy



1. General 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. 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.

3. 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 the Head Teacher or First Aider for advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision (See ‘Procedures in the Event of First Aid Emergency’ – Appendix 1, ‘Confidential First Aid Form’ – Appendix 2 and ‘ Accident’ Form – Appendix 3).

* 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 the Office.
* If a first aid kit is poorly stocked, this should be reported to the Office.
* All staff on visits out of school are expected to carry a first aid kit with them at all times.

4. 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.

5. Children with Medical Needs

A list of children who have epipens, inhalers or who have diabetes will be attached to the inside of each classroom register. The location of each child’s epipen or inhaler will appear alongside the child’s name.

6. Staff Training

All staff undertaking first aid duties will be given full training.

7. Information for Employees

The First Aid box can be found in the Photocopy Office.