

Version	Date	Updated by
2.0	Aug 2016	Carys Jones
2.1	Aug 2018	Cate Tumman
2.2	Aug 2020	Cate Tumman
2.3	Aug 2021	Cate Tumman

The PLACE Independent School First Aid Policy

The PLACE Independent School is committed to ensuring a working environment for those educated and employed by the school. The school will ensure that sufficient trained staff are available to effectively manage accidents and injuries at work and to meet the statutory requirements. This policy should be read in conjunction with the Health and Safety Policy.

This Policy will summarise the arrangements and measures for management of First Aid in the school: It is the policy within the school there will always be a staff member on site who is First Aid trained and can therefore deal with emergency first aid situations.

In the event of a student or staff member sustaining slight injury as a result of an accident, then minor First Aid treatment should be administered.

First Aid Kits are available on each school site and cars.

The contents of these kits will be checked on a half termly basis by the Designated First Aider and replenished as needed. Out of date items are replenished where necessary.

During induction all new staff will be shown the location of all first aid kits and be advised of who is the designated First Aider on site and in charge of First Aid responsibilities

Record keeping

All incidents requiring any level of First Aid or emergency treatment must be entered into the Accident log on scholar; one will be for staff and one for children/young people. It is the responsibility of the person in charge at the time to ensure the accident log is completed, this will then be check and agreed by a member of SLT.

Procedures

All accidents to young people must result in medical treatment/support being offered, whether that be a minor First Aid or contacting the student's parent/carer to inform of the injury. Immediate medical attention will be sought in an emergency and consent for treatment will be gained prior to a student's admission so that the First Aider is aware of any consent issues around medical treatments. When a student has an accident or injury the parent/carer will be

Date reviewed:	Aug 2020	Policy:	First Aid
Review due:	Aug 2023	Reviewed by:	Cate Tumman

informed at the earliest opportunity and at the end of the day be given a copy of the completed accident form.

Where there is a serious injury or injury to the head, the head teacher or senior teacher on site will be informed immediately and will contact parents/carers immediately to inform and where necessary seek support.

Where a young person requires additional treatment further than first Aid the first aider must immediately contact parents or carers to collect the young person for this treatment to be sought.

In extreme emergencies the first aider will dial 999 for the support of an ambulance and then contact the parent carers to inform and request their attendance at the most relevant location (either location of accident or hospital). If the parent carer will be meeting at the hospital a member of school staff will escort in the ambulance until parent/carers arrive.

Where relevant¹, accidents must also be recorded and reported under RIDDOR regulations. If such an accident occurs, it must be reported to the Head or senior person in charge.

Equipment

Only specified items will be kept in the first aid box, i.e. no creams, antiseptics, lotions or drugs. In addition, each vehicle used by staff to transport Young people must have a suitable first aid box.

There should be verifiable arrangements for checking the maintenance of each box.

Boxes should contain the following:

- A general guidance leaflet on first aid
- 20 individual sterile adhesive dressings (assorted sizes), detectable dressings (blue) for the kitchen
- sterile eye pads
- 4 sterile triangular bandages
- 6 safety pins
- 6 medium-size sterile un medicated dressings
- 2 large-size sterile un medicated dressings
- disposable gloves and other personal protective equipment

¹ <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

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Training

- It is the responsibility of the Head teacher to ensure that sufficient numbers of staff receive the relevant training.
- Appointed First Aid persons are those who have undergone a 1-day emergency first aid course. Staff will need re-training at 3-year intervals and records of training should be maintained on personnel files.
- All staff should be aware of their responsibilities and limitations, and when and how to summon assistance.
- All staff should know the whereabouts of the first aid boxes.

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