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.

Our Legal Duty

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 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 assessment 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
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.

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 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 Fiona Moniz.
- If a first aid kit is poorly stocked, this should be reported to Fiona Moniz.
- Staff, on visits out of school, are expected to carry a first aid kit with them at all times. They are responsible for informing Fiona when it is poorly stocked.

Accidents involving bumps to a Pupil’s head

- The consequence of an injury from an accident involving a bump or blow to a pupil’s head is not always evident immediately and the effects may only become noticeable after a period of time.
- Where emergency treatment is not required a ‘Head Bump’ slip will be sent home to the parent/guardian.
Plasters in School

Where a child has a graze or cut, a plaster will be used unless parents have informed the school of an allergy. Anti-allergic plasters are available where parents have indicated that this is more suitable.

Gloves MUST be worn when dealing with an open wound.

Notes home

A First Aid slip is sent home with children who have required first aid treatment for a bump to the head or a more serious graze. Parents or guardians will also receive a telephone call if the injury is deemed to be of a more serious nature. First Aid slips are not sent home more minor grazes or bumps.

Spillage of blood and bodily fluid

- Gloves to be worn at all times.
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the gloves being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If a disposable spillage kit is available then the instructions for use should be followed.
- If not, then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer’s instructions.
- A ‘Wet Floor Hazard’ sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer’s instructions.
- Hands need to be washed thoroughly afterwards.
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.

Children with Medical Needs

A list of children who have Epipens, inhalers or who have diabetes is kept in the school office and the information is made available to all members of staff along with the location of the medical equipment.

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 training.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

First Aid boxes can be found in the school office. The contents of these will be checked by Fiona Moniz and are to include:

- Individually wrapped sterile adhesive dressings assorted sizes
- Triangular bandages
- Sterile eye pads
- Plasters-large, medium and small
- Scissors
- Saline solution
- Gauze swabs
- Anti-allergy plasters
- Alcohol free cleansing wipes
- Anti-allergic plasters
- Disposable gloves-latex free