

# FIRST AID POLICY



<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL PROPRIETORS</b>
<b>DATE POLICY PREPARED:</b>	<b>July 2021</b>
<b>DATE FOR NEXT REVIEW:</b>	<b>July 2022</b>

ARTS will assess the need for first aid provision and will identify the number of qualified First Aiders holding the First Aid at Work Certificate which ensures adequate cover within our school site.

The person with the overall responsibility for the provision of first aid is the Head Teacher who will identify an Appointed person who has the overall responsibility for the organisation of first aid across the school.

### **Responsibilities - Appointed Person**

1. The **appointed person** is responsible for overseeing the arrangements for first aid within the school.
2. The appointed persons duties include: -
  - a. That First Aid equipment is available at strategic points in the school and checked/stocked on a monthly basis
  - b. That First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located (**Staff Room, Reception, Classroom 1, Classroom 2, Main Hall, Kitchen**)
  - c. That First Aid boxes are available to take on all educational visits/off site visits (including emergency asthma kits)
  - d. That a sufficient number of personnel are trained in first aid procedures at all times ensuring CPD needs are addressed to secure currency within training requirements
  - e. That first aid qualifications are, and remain, current

### **RESPONSIBILITIES - First Aiders**

The first aiders in our school are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for a child and adult who is unresponsive and breathing normally
- Be able to provide first aid for a child and adult who is unresponsive and not breathing normally
- Be able to provide first aid for a child and adult who has a foreign body airway obstruction
- Be able to provide first aid to a child and adult who is wounded and bleeding
- Know how to provide first aid to a child and adult who is suffering from shock
- Be able to provide first aid to a child and adult with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints

- Know how to provide first aid to a child and adult with conditions affecting the eyes, ears and nose
- Know how to provide first aid to a child and adult with a chronic medical condition or sudden illness
- Know how to provide first aid to a child and adult who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to a child and adult who has sustained an electric shock
- Know how to provide first aid to a child and adult with burns and scalds
- Know how to provide first aid to a child and adult who has been poisoned
- Know how to provide first aid to a child and adult who has been bitten or stung.

**First aiders are responsible for ensuring that the First Aid log is completed for all treatments and that the necessary details are supplied for the reporting of accidents.**

**It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day**

## **Appointed person**

It is the policy of our school that the Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the Appointed person, if felt appropriate.

**In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the Appointed person if required and appropriate.**

Having firstly considered the option to consult with the Appointed person, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline (**NHS Direct 0845 4647**) and in the case of Pupil injuries, with the Parents or Legal Guardians.

## **Record Keeping**

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified

- It will be the responsibility of the Appointed person to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Head Teacher discussing any issues that may have been identified via such scrutiny
- It will be the responsibility of the Head Teacher to collate the information contained in the First Aid log and summarise this information into their safeguarding report for each term

## **Monitoring and Review**

- This policy will be monitored by the Appointed person, Head Teachers and Executive Head Teacher and reviewed in accordance with any new guidance given
- The Proprietors will have the responsibility for ensuring this policy is formally evaluated every two years or sooner if required
- Additionally, the Head Teacher and Appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school by the Head Teacher
- Part of the monitoring procedure by the Head Teacher and Appointed person will be to obtain information through the termly learning walks undertaken
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy
- This policy will form part of a period of induction of any staff member who is new to the school