



First Aid Policy

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Document Reviewed by:	K. McCarthy	N. Purcell

GOAL: The goal of the ARTS Education First Aid Policy is to ensure the health, safety, and well-being of all students and staff by providing prompt, appropriate, and inclusive first aid treatment in the event of accidents, injuries, or medical emergencies. This includes recognising the specific needs of our SEN students and ensuring they receive the necessary care and support.

This Policy is a supplement to our Health and Safety Policy.

1. Introduction

ARTS Education is committed to the health and well-being of all our students and staff. This First Aid Policy outlines the procedures for responding to accidents, injuries, and medical emergencies within the school environment. It recognises the specific needs of our SEN students and aims to provide prompt, appropriate, and inclusive first aid treatment.

2. Responsibilities

- Headteacher: Ensures the implementation and maintenance of the policy. Designates the schools first aiders, and provides the necessary training and resources.
- School Business Manager: Ensures Termly checks of all First Aid Kits to ensure they are maintained and stock/items used are replenished.
- Designated First Aiders: Are trained to provide first aid treatment until emergency services arrive or the individual can access further medical care and to report incidents to the relevant personnel and to document any accidents or injuries.
- All Staff: Are familiar with the policy, know the location of first aid kits. They report any accidents or injuries promptly to a designated first aider.

3. Appointed First Aiders

- Debbie Edwards
- Hayley Middlehurst
- Katie McCarthy
- Sarah Garvey-North
- Adam Rouse
- Amanda Johnson
- Annmarie Read

4. Responsibilities of the First Aiders

- 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.

In emergency situations, the First Aider will call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend.

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.

5. Location of First Aid Boxes

- Medical Room
- Kitchen
- Minibus

6. Location of Biohazard clean up kits

- Medical Room

(see Infection Prevention and Control Policy)

7. 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 Head Teacher to collate and scrutinise the information contained in the First Aid log.

8. Monitoring and Evaluation

We review the effectiveness of our policy and practise every 2 years through student feedback, parent feedback and staff reflection.

9. Conclusion

This policy aims to deliver effective first aid in any situation, ensuring prompt care and promoting a swift return to well-being for all.

10. Additional information

- Department for Education:
<https://www.gov.uk/government/publications/first-aid-in-schools>:
<https://www.gov.uk/government/publications/first-aid-in-schools> - This website provides guidance and recommendations for first aid provision in schools, including specific considerations for SEN students.