FIRST AID POLICY

This Policy is applicable to all pupils in the School including those in an EYFS setting

Please also refer to Equality & Diversity Policy; Health and Medical Policy; Mental Health Policy

Please follow this link for the relevant procedure on the School’s intranet: Health & Well Being Procedures

In accordance with Health & Safety legislation (Health & Safety – First Aid Regulations 1981) it is the responsibility of the Governing Body to ensure that there is timely and competent administration of adequate and appropriate First Aid provision for staff and pupils, on site and during off-site visits and activities.

Parents and Guardians have prime responsibility for their child’s health and care should be taken in providing full information to the School about any student’s medical condition such that the School can ensure the best possible care. All information will be processed lawfully and fairly in accordance with the Data Protection Act 1998.

Definition of First Aid

First Aid is the assistance given to any person suffering a sudden illness or injury with care provided to preserve life, prevent the condition from worsening and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR whilst awaiting a Paramedic/Ambulance, as well as the complete treatment of minor conditions such as applying a dressing to a cut.

First Aid does not include the giving of any tablets or medicines unless express written consent from Parents/Guardians has been received and is noted on the School’s records.

In order to ensure adequate First Aid provision, it is the School policy that:

- An assessment of First Aid needs is carried out that is appropriate to each workplace;
- There will be sufficient numbers of trained personnel together with the appropriate equipment available to ensure personnel competent in basic First Aid techniques can rapidly attend an incident at all times when the School is occupied;
- A qualified and competent First Aider will be available from 08:00 to 18:00 during term time.
- Provision of adequate First Aid room(s) or suitable area for First Aid treatment will be made as per ISI regulations;
- Appropriate First Aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits;
- Adequate First Aid cover is provided for sporting activities during the School day and at weekends during term time (fixtures at home on a Saturday).
• The School’s First Aid provision will have due regard to the needs of pupils with particular medical conditions (such as allergies, asthma, epilepsy, diabetes), where necessary discussing requirements with parents;

• A record of First Aid treatment and Report will be made to the Health & Safety Committee as necessary such that the School complies with all RIDDOR requirements.

First Aid Personnel
The School will ensure it has a number of personnel appropriately trained in all aspects of First Aid including, Emergency First Aid, First Aid at Work, Paediatric First Aid, Early Years First Aid and Sports First Aid. The complete list of personnel and qualifications is maintained by those members of staff who manage the First Aid provision. Training is regularly updated in line with regulatory requirements.

It is the responsibility of the First Aider attending to assess the situation and make the area as safe as possible before administering emergency first aid and calling for help from professionals and informing Parents/Guardians as the situation dictates. Please see Health & Well-Being Procedures for further detail.

Accessing First Aid
During normal School hours and at weekends for the purposes of sporting fixtures, access to a suitably qualified First Aider can be made via the School’s Radio system or by contacting the First Aid Room on ext. 3347.

The First Aid room can be found on the ground floor of the Main Building, opposite Sixth Form Common Room 2.

The School provides and allocates the required number of First Aid boxes in appropriate areas across the site and the staff members managing the First Aid provision have the responsibility for re-stocking these as necessary. First Aid kits for off-site visits and trips are also available from the First Aid Room.

Medication for pupils with known medical conditions is securely stored in the Junior School Staff Room or in the First Aid Room in the Senior School as appropriate to the student’s age group.

SLT member responsible: [Deputy Head Pupil Progress & Welfare]

Date of approval by Governors: [June 2017]

Proposed review date: [June 2020]

Relevant Procedure: [Health and Wellbeing Procedures]