

FLITWICK LOWER SCHOOL

Policy

First aid policy



Introduction

Flitwick Lower School recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors,

The purpose of this policy is therefore:

- To provide effective, safe first aid cover for all pupils, staff and visitors
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of health and safety issues within school and on school trips, to prevent where possible, potential dangers or accidents.

There is provision for having at least one qualified first aider on the school site when children are present. There is one qualified paediatric first aider working in the foundation unit. The names of those qualified first aiders or appointed person is located along the first aid points around the school.

Appointed Persons are responsible for:

Taking charge when someone is injured or becomes ill; ensuring that an ambulance or other professional medical help is summoned if appropriate; looking after and restocking the first aid box and any other first aid equipment in their area of responsibility.

The Appointed Person is not a First Aider but it is good practice for the Appointed Person to undertake emergency first aid training to help them cope with an emergency. This training, which does not have to be Health and Safety Executive (HSE) approved, would include:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded, bleeding or burnt

Appointed Persons may undertake basic and/or advanced HSE approved first aid training, if funding and vacancies allow.

First Aiders are responsible for:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School;
- Where necessary, ensuring that an ambulance or other professional medical help is called.
- First Aiders must complete a training course approved by the HSE. Refresher training is required every three years.

Practical arrangement at the point of need:

Minor injuries will be dealt with by **staff** who are qualified first aiders. Staff should not provide first aid treatment for which they have not been trained. In all cases, except for injuries of a very minor or trivial nature, a first aider should be called to assess the situation.

In the event that emergency services are required, staff are reminded to inform the office that they have called for the emergency services.

In cases of obvious serious injury, the first aider will be expected to:

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- Assess the situation
- Make the area safe
- Give emergency first aid, for which they have been trained and are competent
- Get help – summon an ambulance by ringing 999.

Qualified first aiders and access to first aid equipment

The names and normal location for each first aider are displayed around the school . All members of staff are required to identify the nearest first aid qualified staff and location of the nearest first aid kit to their normal working area.

The school recognises the need for training in first aid: qualifications are to be updated every three years and records and dates of training are held by the School manager.

Accident prevention

The school assesses risks and makes appropriate first aid arrangements to deal with these risks, such as pupils with specific medical requirements. First aid provisions are to be reassessed annually or whenever there is relevant change concerning those for whom the school is responsible or the hazards to which they are exposed.

Reporting accidents and record keeping

All members of the school community should report any accident or incident, however minor, as soon as possible after it has occurred. When an injured person is unable to complete their own details of the accident, then the Appointed Person, First Aider and/or witness should do it on their behalf.

Complete an accident report form AND enter the details in the accident book/ slips. **(School employees only to complete and sign accident forms)**

Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class

Accident slips are to be given to the teaching staff whose responsibility it is to ensure these are passed onto the parents. All head injuries must be reported to parents verbally either in person or over the phone depending on the severity of the injury.

Accident reports will be kept, in accordance with current Data Protection requirements, securely in the school office.

Policy Agreed by staff:	Nov 15
Last Review Date:	September 17
Next Review date:	September 18 unless new legislation is received)
Signed:	