

POLICY DOCUMENT	First Aid Policy 2016
STATUTORY	Statutory
Legislation: Education/Other	See policy
Lead Member of Staff	Jacqueline Logue
Lead Board Member	Nick Smedley
Publication /Revision Date	10 th November 2016
Approved by	Monthly / Weekly Management Meeting
Approval Date	10 th November 2016
Full Board Ratification Date	14 th November 2016
Review Frequency	1 years
Date of next review	November 2017
Publication date: School Website Staff Information folder	16 th November 2016
Chair of Board signature	
Purpose	To ensure that the Headteacher and The Board of Directors, and all staff act in accordance with the legislation Named
	Nick Smedley

Rosemary Works School First Aid Policy

The school recognises the vital importance of this area within Health and Safety. We follow the advice given in the DfE publication guidance on 'First Aid for Schools'. This includes guidance on First Aid in School, First Aiders' main duties, Appointed Persons, Risk Assessments, Qualifications and Training, Materials, Equipment and Facilities, Hygiene/infection control and Reporting Accidents and record keeping. The school recognises that there is clearly some overlap between First Aid, Risk Assessment and Health and Safety issues.

First Aid can save lives and prevent minor injuries becoming major ones. We recognise our duty for the health and safety of our employees, pupils, and anyone else on the premises.

Arrangements:

- We have facilities for administering First Aid, and a suitably stocked first aid container.
- There is always at least one currently qualified First Aider on site who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day. We also have a number of members of staff who are trained and qualified as Paediatric First Aiders for the care of infants and children. Most staff have had basic, uncertified First Aid Instruction by St John Ambulance
- One First Aider (Anissa Bekkouche) also acts as the Appointed Person to take charge of First Aid arrangements, and contact the Emergency Services where necessary. The Admin Assistant does this job in Anissa's absence.
- First Aid Training is refreshed at least every three years.
- First aid boxes are placed in each classroom and stocked according to guidelines. We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.
- All new staff are given information on where to go for help in the event of an accident as part of their induction into the school. There are first aid notices around the school.
- We keep records of accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.
- We record details of accidents to staff and to children, and we share children's accident records with their parents. We are aware of our reporting responsibilities under RIDDOR.

- We always advise parents if their child suffers anything more than a trivial injury, or if he/she becomes unwell, or if we have any worries or concerns about his/her health. Parents are advised of what treatment is given.
- Staff also receive guidance in the use of Epipens and dealing with allergic reactions where necessary – there is a list of children with special dietary requirements which is constantly updated by the School Office, and posted in the kitchen and server.
- We conduct a Risk Assessment to determine if we require any additional provision.
- In the event that a child has a specific medical condition, disability, or allergy that needs to be managed within school hours, a protocol will be drawn up by the school, in consultation with the child, their parents, and medical professionals where necessary. This is underpinned by staff training if required, and is shared with all relevant staff.
- Cleaning of blood and bodily fluids: These should be cleaned using a product that combines detergent and disinfectant (see kitchen store cupboard). The user should follow manufacturer's guidelines. The user should use disposable latex or vinyl gloves and disposable cleaning cloths if possible. ALL contaminated materials should be disposed of.
- Refer to Health and Safety Policy for details of what injuries should be reported according to RIDDOR.

Review

The school's first aid arrangements are reviewed annually (or prior to/following significant changes) in order to ensure that the best possible framework is in place.

Policy reviewed by: Jacqueline Logue Date: November 2016