



## First Aid Policy

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An academy within:





## 1. Aims

1.1. Kelford School is mindful of the need to safeguard the wellbeing of all children, young people, staff and visitors to the school and will ensure, as far as is reasonably practicable, that first aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981. Management of first aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for training and retraining of first aid staff, provision of first aid equipment and facilities and for the recording of first aid treatment.

### 1.2. The School Aims:

- To provide a prompt and appropriate response in cases of illness and injury.
- To ensure compliance with all relevant legislation.
- To ensure there are sufficient numbers of competent staff within the school environment.
- To ensure there are suitable facilities to administer first aid.
- To identify and implement reasonably practical arrangements for dealing with first aid incidents.
- To keep accident records and report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

## 2. Introduction:

2.1. The School has a large number of staff both teaching and non teaching who are trained and qualified as First Aiders. A list of trained staff is available from the school office. First aid boxes are placed in convenient locations around the school with a more comprehensive stock found at School Reception. They will be checked on a half termly basis and any deficiencies made good. First aid boxes will be taken 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. This document is only concerned with First Aid and is reviewed annually. Individual pupil medical needs will be dealt with separately.

2.2. All first aiders at Kelford School must hold either a current First Aid at Work certificate, or a Paediatric first aid certificate, to comply with the Health and Safety at Work (First Aid) Regulations, 1981. All teaching staff, Higher Level Teaching Assistants (HLTAs) and key members of staff, are to complete the Emergency First Aid Training course. Key members of staff are those that have particular responsibilities in school where first aid cover is needed, such as, accompanying pupils on out of school visits, inclusion links or work experience.



## 3. Obtaining Medical Assistance:

- 3.1. In the first instance all requests for assistance should be directed to a nominated First Aider or the School Admin team who will locate a first aider. A first aider will assess the situation and provide first aid care. If the injury requires further medical attention the first aider will make this decision. A Senior Leader must be made aware if a child, young person, staff or visitor requires further medical attention and help to organise this. If an ambulance is required the school's Ambulance Call Procedure must be followed (Appendix 1).
- 3.2. In all cases of hospitalisation one or both parents will be contacted and requested to go directly to the hospital where they will be met by a member of the school staff. The nearest hospital to the School is Rotherham General Hospital where there is an Accident & Emergency Unit. There is also a walk-in centre for minor injuries and ailments at the hospital.
- 3.3. The school will always contact parents and carers if a pupil suffers anything more than a trivial injury, however, a note in the home school diary will be sent home informing parents and carers of any accident, injury and treatment given along with an accident form. Accident forms are located in the school Admin Office. If a child or young person becomes unwell, or if the school has any worries or concerns about their health or has suffered a head injury then parents and carers will be informed.
- 3.4. Once the incident is over, the relevant paperwork, i.e. accident form, CPOMS, should be completed and any necessary follow up action should be taken. It is a statutory requirement under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) that some accidents must be reported.

## 4. Resources:

### 4.1. Location Of First Aid Kits:

- 4.1.1. First aid kits are available in each building, the pool area and at School Reception. First Aid kits for trips out are located in Laidlers Lodge. These should be returned when back from the trip.



## 4.2. Supplies:

- 4.2.1. The Office Manager is responsible for ordering new supplies for first aid use. All First Aiders are aware that equipment has a limited shelf life and could be subject to damage. Stock is to be checked on a half termly basis and replenished as and when necessary. All first aid boxes are to be brought to the Admin Office at the end of the school year for stock control and replenishing.

## 4.3. First Aid Room:

- 4.3.1. The first aid room is located in the main school building and is known as the "Nurses Room". This should be used for treatment of minor injuries, or for those feeling generally unwell (staff or students). If the bed is used it should be cleaned immediately after use with the materials provided, by the person dealing with the patient.

# 5. Hygiene And Infection Control:

## 5.1. Personal Protection:

- 5.1.1. When treating a patient, the first aider should consider their own protection. Gloves and aprons are provided for use. Face shields are provided in each first aid box.

## 5.2. Clinical Waste:

- 5.2.1. All used plasters, bandages, gloves etc should be disposed of in a clinical waste bin, located in the First Aid room, and Hygiene rooms.

## 5.3. Child Protection:

- 5.3.1. When treating a child, it is necessary to consider child protection issues that may arise. It is ideal for a pupil to be accompanied by a member of staff who knows them. It is necessary to assess the situation to ensure that both the pupil, First Aider and any other member of staff are protected.



# Appendix 1 – Ambulance Call Procedure

1. If an ambulance is required:
  - 1.1 Contact reception to call emergency services, either on 2100 or 2103 (internal telephone).
2. Staff will inform reception of:
  - Who requires an ambulance
  - Where they are in school
  - What the problem is
  - Stay on the line to answer any questions
  - Request additional support if needed
3. Administration Team will:
  - Contact emergency services
  - Open the school gates
  - Receive and direct emergency services (fast response car plus ambulance)
  - Contact families to inform them
  - Inform class if family are coming to school or going straight to hospital
  - Print pupil information sheet for ambulance service
  - Inform a member of SLT