



## First Aid Policy

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## **Introduction**

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills and the Local Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and students and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school.

## **Principles and Practice of First Aid**

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

## **First Aid Arrangements**

### **Trained and Qualified First Aiders**

- a) Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.
- b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.
- c) The duties of the trained and qualified first aiders are:
  - i) to assess the situation where there is an injured or ill person
  - ii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
  - iii) to arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
  - iv) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits, that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
  - vi) ensuring that an Accident Report is completed
- d) The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. For this reason the treatment of minor illnesses does not form part of the training of a first aider and therefore first aiders must not administer tablets and/or medicines. The only exception to this being residential school trips.
- e) At Golden Flatts the following members of staff are first aiders:

## **First Aid Boxes, Travelling First Aid Kits and other Supplementary Equipment**

The location of first aid boxes, travelling first aid kits and other supplementary equipment are as follows:

- a) First Aid Boxes
- b) Supplementary Equipment
- c) First Aid Kits for off site visits are available from the school office.

## **School Visits**

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned. Travelling first aid kits will be provided for all school visits and are available from the school office.

First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

### **Out of Hours use of School Premises**

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use.

### **Contact with the Ambulance Service and the nearest hospital.**

#### **The Ambulance Service**

If an ambulance is required:

Dial 999 or the emergency number shown on the number label

Tell the operator that you want the Ambulance Service

Give the telephone number shown on the phone

Wait for the Ambulance Service to answer

Give the address where help is needed

Give any other necessary information.

#### **The nearest hospital**

The nearest hospital to the school is:

Accident and Emergency Department,

University Hospital of North Tees

Hardwick Road

Stockton on Tees

Telephone: 01642 617617

### **Head lice**

On seeing a living louse, the School will inform the parents and advise them that live lice have been seen and their child's hair needs to be treated when they return home. Parents are to be advised that treatments are available on prescription or over the counter at the pharmacy. Pupils with head lice must not be excluded from school. However, if parents require it, the school will authorise 1 days absence for the treatment of head lice.

### **Monitoring and review**

This policy will be reviewed by the Governing Body annually, or earlier if considered necessary.

**Review Date: November 2015**

**Next Review Date: December 2016**

**Reviewed by: Emma Bestford**

This policy has been impact assessed with regards to disability, gender and race December 2015 – Reviewer S. Sharpe