



FIRST AID POLICY

November 2020

1 APPROVAL

Chair of Governors

Signature	
Printed Name	Bridget Ledson
Date of Approval	November 2020

Headteacher

Signature	
Printed Name	Bradley Taylor
Date of Approval	November 2020

Review Date	November 2021
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3 DOCUMENT CONTROL

Document Detail

Title:	First Aid Policy
Version:	1.4
Author:	Lynn King
Contributors:	

Change Control

Issue Date	Version	Details	Author
June 2017	1.0	New policy	L.King
Jan 2018	1.1	Reviewed and updated	L King
October 2018	1.2	Reviewed and updated	L King
November 2019	1.3	Reviewed	L King
July 2020	1.4	Reviewed	L King

Referenced Documentation

Ref	Document Name	Author
	BCC Requirements and Guidance for Off-Site Visits and Related Activities 2020-21	BCC
	Supporting Pupils with Medical Needs	BCC/UL Mackey
	Covid 19 guidance documents and risk assessments	various

Review Frequency	Annually (Autumn term)
Committee	ESSP

4 INTRODUCTION

4.1 The purpose of this policy is to ensure that Chiltern Wood School complies with the Health and Safety (First Aid) Regulations 1981 (amended 2013). Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This applies to employees, non-employees and pupils.

In accordance with DfE requirements in the early years provision for children up to the age of 5, a number of staff have current paediatric first aid certificates. There is always a qualified member of staff on the premises and available at all times when the children are present.

The aims of this policy are:

- To ensure that there are a sufficient number of trained first aiders both on site and off site during educational visits
- To ensure that there are sufficient facilities and equipment available to administer first aid effectively
- To ensure all staff are aware of the first aid provision at Chiltern Wood School
- To ensure hirers of the school and pool are aware of their responsibility to provide first aid

5 SCOPE

5.1 This policy applies to:

- All staff working at both sites of Chiltern Wood School.
- Governors
- Specialist Teachers and therapists
- All agency staff, consultants, contractors, visitors, volunteers, work experience placements working with or for the School.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Headteacher and Governors are responsible for ensuring that all first aid regulations are met.

7. FIRST AID TRAINING

- 7.1 At Chiltern Wood School we have a number of staff trained in First Aid at Work, Paediatric First Aid and Schools First Aid. We also employ School Nurses who are able to administer first aid.
- 7.2 A number of staff are trained in the administration of emergency medication, asthma inhalers, epipens and the use of the school defibrillator.
- 7.3 At school, the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, when necessary, ensure that an ambulance or other professional medical help is called.
- 7.4 No personal liability for injuries sustained to a first aid casualty will be attached to any individual first aider, emergency first aider or appointed person acting in the course of their employment as long as they follow any training or other guidance they have been given.

8. FIRST AID LOCATIONS AND SUPPLIES

- 8.1 First aid supplies and equipment are located in several areas around all of the school sites. At the Cressex site they are located in each classroom. Portable first aid kits are available to staff. First Aid kits are also kept on the school buses. All first aid kits are labelled with a white cross on a green background. Gloves and other personal protective equipment are also available.
- 8.2 A member of staff is appointed by the senior leadership team to keep the first aid kits fully stocked and ensure expiry dates are not exceeded. This includes the eye wash station in the pool plant room.
- 8.3 Staff are made aware of the location of First Aid posts via:
- Signage located around all sites
 - In H & S induction training for new staff

- In the staff handbook
- During annual H & S awareness training for all staff
- On the staff drive/ 2020-21/Virtual Red Folder

9. ADMINISTERING FIRST AID

9.1 All classes have access to a first aider either in their own class or an adjoining room. In emergency situations the nurse call system (Downley site) or radios (Cressex site) can be used to call for immediate assistance within the school.

9.2 Illness

In the event of illness in a pupil the first aider, together with a senior member of staff, will decide on what action to take. If appropriate the parent/carer may be asked to collect the pupil from school. **During the current covid 19 pandemic guidelines are in place for managing pupils or staff who show signs of coronavirus.**

In the event of illness in a staff member, a senior member of staff, together with the first aider will decide if the person should be sent home. In some cases it may be necessary to ask for the ill person to be collected rather than allow them to drive.

9.3 Injury

When an injury has occurred, the person will be assessed by the first aider and treated in the most appropriate way.

In the event of a major incident/injury a member of staff will call the emergency services as a priority, and then contact the pupil's parents/carer or, in the event of a staff member, their next of kin.

10 HYGIENE/DISPOSAL OF WASTE

10.1 All staff should take precautions to avoid cross infection and follow basic hygiene procedures. Staff training in hygiene and infection control is offered as needed. All first aid areas have hand washing facilities. Gloves are always used by staff when dealing with bodily fluids. Contaminated dressings, gloves and cleaning materials are disposed of in the yellow clinical waste bins. Sharps boxes are provided on both sites. Appropriate cleaning products (Milton) are used to clean bodily fluid spillages and waste is disposed of appropriately.

11. REPORTING AND RECORDING INJURIES/ILLNESS

- 11.1 All minor injuries/incidents/illnesses which require first aid should be recorded in the appropriate folder located in the reception offices.
- 11.2 Any more serious injuries or incidents need to be recorded using the Accident/Incident/Near Miss form also located in the reception offices. In some instances a CPOMS form will also need to be completed.
- 11.3 The H & S Coordinator/School Business Manager is responsible for reporting accidents/incidents/near misses to Bucks County Council using the AssessNet system. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents (including where a person is taken to hospital) will be reported to the HSE within 10 days.

12. FIRST AID ARRANGEMENTS FOR OFF-SITE VISITS

- 12.1 Prior to any off-site activity a risk assessment will be completed by the lead teacher responsible for the activity. This will include provision of first aid whilst travelling as well as at the final destination. A first aid kit and bucket are available in the medical room, and should be taken on school visits. Qualified first-aiders may not be necessary for all visits however, there should be a basic level of first aid support available at all times. This will require that one or more of the staff on the activity:
 - Has a working knowledge of simple first aid.
 - Is competent to use the first aid materials carried with the group.
 - Knows how to access, and is able to access, qualified first aid support.

For children in EYFS there is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany children on outings.

- 12.2 If any pupil on the trip has specific medication on the school site, e.g. inhalers, Epi-pens, it is the responsibility of the class teacher and/or trip leader to ensure that the relevant medication is taken on the trip and stored appropriately.

13. FIRST AID ARRANGEMENTS FOR THE HIRE OF THE SCHOOL AND POOL

- 13.1 In accordance with the school's Hire Agreement for the Letting of the School/Pool, hirers are advised to provide their own first aid kit and first aid staff for their sessions. An emergency eye wash station is available in the pool plant room.
- 13.2 Emergency contact details, which include the school address and postcode, are available next the telephone with instructions for dialling the emergency services

14. PUPILS AND STAFF WITH SPECIFIC MEDICAL NEEDS

- 14.1 Pupils with specific medical needs have a healthcare plan which is kept in the office and classrooms. The administration of medicines during the school day is undertaken by trained staff. Please refer to Chiltern Wood School's "Supporting Pupils with Medical Needs Policy".
- 14.2 Staff with specific medical needs need to make their condition known to the first aid staff members together with instructions for dealing with emergency situations.