



# **FIRST AID POLICY**

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| REVIEW DATE | <b>AUGUST 2019</b> |
| REVIEW DATE | <b>AUGUST 2020</b> |
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## First Aid Policy

Take 1 is committed to ensuring a working environment for those educated and employed by the school. The school will ensure that sufficiently trained staff are available to effectively manage accidents and injuries at work and to meet the statutory requirements. This policy should be read in conjunction with the Health and Safety Policy.

This Policy will summarise the arrangements and measures for management of First Aid in the school: It is the policy within the school that there will always be a staff member on site who is First Aid trained and can therefore deal with emergency first aid situations.

In the event of a student or staff member sustaining slight injury as a result of an accident, then minor First Aid treatment should be administered.

### **First Aid Kits are available in the provision.**

The contents of these kits will be checked on a monthly basis by the Designated First Aider and replenished as needed. Out of date items will be replenished where necessary.

### **During induction all new staff will be shown the location of all first aid kits and who the First Aiders on site are.**

### **Record keeping**

All incidents requiring First Aid must be entered into the Accident Book; one will be for staff and one for children/young people. It is the responsibility of the person in charge at the time to ensure the accident book is completed.

All injuries to young people must result in medical treatment/support being offered as appropriate, whether that be a minor First Aid or contacting the students parent/carer to inform them of the injury. Immediate medical attention will be sought in the event of an emergency and consent for treatment will be gained prior to a students admission so that the First Aider is aware of any consent issues around medical treatments. When a student has an accident or injury the parent/carer will be informed at the earliest opportunity and at the end of the day be given a copy of the completed accident form.

Where there is a serious injury or injury to the head, the head teacher or senior teacher on site will be informed immediately and will contact parents/carers immediately to inform.

Where relevant<sup>1</sup>, accidents must also be recorded and reported under RIDDOR regulations. If such an accident occurs, it must be reported to the Head or senior person in charge.

### **Equipment**

Only specified items will be kept in the first aid box, i.e. no creams, antiseptics, lotions or drugs.

There should be verifiable arrangements for checking the maintenance of each box.

Boxes should contain the following:

- A general guidance leaflet on first aid
- 20 individual sterile adhesive dressings (assorted sizes), detectable dressings (blue) for the kitchen
- sterile eye pads
- 4 sterile triangular bandages
- 6 safety pins
- 6 medium-size sterile un medicated dressings
- 2 large-size sterile un-medicated dressings
- disposable gloves and other personal protective equipment

### **Training**

- It is the responsibility of the Head teacher to ensure that sufficient numbers of staff receive the relevant training.
  - Appointed First Aid persons are those who have undergone a 1 day emergency first aid course. Staff will need re-training at 3 year intervals and records of training should be maintained on personnel files.
  - All staff should be aware of their responsibilities and limitations, and when and how to summon assistance.
  - All staff should know the whereabouts of the first aid box.
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## **Appendix 1 – Covid-19**

In the event of someone displaying symptoms of Covid-19, staff have been trained to act appropriately and accordingly. The suspected person will be placed in isolation until they are able to leave the building. In a students' case, this will be until parents/guardians have been contacted and are able to collect the child. If it's a member of staff, visitor or general public, they must leave the building immediately. Measures are in place for a deep clean once said person has vacated the premises.

Trained first aiders are allowed to administer support if absolutely necessary but will only do so once wearing PPE (clinical masks, aprons, gloves and sanitizer). CPR masks are also available on site should anyone need respiratory support.