



FIRST AID IN SCHOOLS

OATLANDS JUNIOR SCHOOL

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, children and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This procedure should be read in conjunction with the Health and Safety Policy.

Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. A First Aid Provision risk assessment is undertaken in order to determine what first aid facilities and personnel are necessary to meet the needs of our business and is reviewed periodically to ensure that the current provision is adequate.

Responsibilities of First Aid Personnel

To carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided.

Appointed persons are responsible for:

- in the absence of a first aider, taking charge when a person has been injured or falls ill
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Giving First Aid: If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other qualified persons if necessary, and stay with the casualty until they are recovered or decide for further medical assistance if they deem this necessary.



Medical support: When a first aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if they think it is necessary, an ambulance will be called. **Employees should not use their private car to transport a casualty to hospital. If an ambulance is not required. Where appropriate next of kin will be contacted.**

Spillages of body fluids: Spillages of blood, vomit, urine, and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn, and the waste be cleared appropriately.

Records: An accident form should be completed every time a first aider provides assistance to a casualty. As well as the usual details of the accident the name of the person giving first aid and summary details of the treatment given should be recorded.

Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee has been taken ill, or has had an accident, call a member of the office administration team, Admin Officers Carmel King, Julie Sanderson or Administrator Alice Fisher for assistance. In the event of an emergency all emergency first aid trained staff should attempt to provide vital first aid treatment e.g. a casualty requiring CPR.
- If an ambulance is required but unavailable and requests the school to transport the employee as it would be detrimental to their life if they were not taken to the hospital in a car by the school two members of SLT will accompany the employee in their private car.
- if an ambulance is not required two members of SLT will accompany the employee in their private car to the hospital. If two members of SLT are unavailable a taxi can be called.
- if you need to access a first aid kit for personal use, do not remove it from its designated place
- any loss or damage to first aid equipment must be reported to the office administration team, Admin Officers Carmel King, Julie Sanderson or Administrator Alice Fisher.
- if a first aid kit is poorly stocked, this should be reported to the office administration team, Admin Officers Carmel King, Julie Sanderson or Administrator Alice Fisher.
- all lorry/van drivers and service engineers are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider. If the



visitor has had an accident, the office administration team, Admin Officers Carmel King, Julie Sanderson or Administrator Alice Fisher are responsible for ensuring that an entry is made on Sypro/Total Risk Manager or the office excel First Aid Reporting System

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that any First Aider at Work will attend a three-day (18 hours) course, any Emergency First Aider at Work will attend a basic one-day (6 hours) course.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. This and further information is also included in our staff handbook. Information on the current first-aider/appointed person will be provided on staff notice boards. These can be found in the following locations:


- Main entrance (school office external reception area)
- First Aid (Medical) Room (located next to the school office)
- Staff Room (Main)

First aid boxes can be found in the following areas:

- First Aid (Medical) Room
- Studio

All staff carry first aid bags when on duty outside.

Governing Bodies review this policy annually.

Signed:	Estelle Scarth 
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