

# **First Aid Policy**

**September 2010**



**Icknield Community College  
Love Lane  
Watlington  
OX49 5RB**

## Approval & Review

Approved by:	Governing Body for the academic year 2010/2011
--------------	--

# **First Aid Policy**

## **Aims**

To ensure that first aid provision is available at all times while people are on school premises and whilst on school visits.

## **Objectives**

- Appoint the appropriate number of Appointed Persons to meet the school needs
- Provide relevant training and ensure monitoring of all training needs
- Provide sufficient and appropriate resources and facilities
- Inform staff and parents of the School's First Aid arrangements
- Keep accident records, and where appropriate report to the HSE, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995
- All staff will be made aware of any student's pre-existing medical needs

## **Personnel**

The Headteacher is responsible for the Health and Safety of teachers, support staff, students and visitors (including contractors) whilst on the premises. Risk assessments of the school will be conducted and insurance arrangements made to provide full cover.

The policy and information on the school's arrangements for the First Aid are made available to parents.

Appointed Persons will complete a training course approved by the HSE, and will hold a certificate of competence, and are expected to:

- Give immediate help to casualties with common injuries or illnesses
- When necessary, ensure that an ambulance or other professional medical help is called

The Head's PA will keep a register of all first aiders and arrange for retraining existing staff and the training of new staff.

A list of all first aiders and contact details will be posted around the site.

## **Risk assessment**

Risk assessment will be carried out annually by the Site Manager.

Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher

## **First Aid Procedure**

On dealing with an incident the first aider should assess the injury and administer first aid. Should the injured person require hospital treatment then an ambulance should be called immediately and then contact the parent/guardian.

In such cases where a parent/guardian or ambulance has been called, the first aider should stay with the injured person keeping them calm and comfortable provide on-going first aid until the parent/guardian/ambulance has arrived.

The first aider should give parent/guardian/ambulance staff full details of injury and the first aid administered.

## **Record Keeping**

All relevant injuries must be recorded on the County's Health and Safety intranet web site and reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995

All accidents will be investigated in line with HSE Accident Recording Procedures

All records are kept for a minimum of seven years.

## **Administering Medicines**

No medicines will be given to students without parental consent. Students must self-administer. Students who require the use of a EpiPen will self-administer however first aid staff are trained should they be needed to assist.

## **First-aid materials, equipment and facilities**

All first-aid containers are marked with a white cross on a green background. First aid containers must accompany staff on all off-site activities.

The Site Manager is responsible for checking and restocking the first-aid containers each term and a record kept.

The school provides a medical room for the medical treatment and care of all site uses during school hours.

## **Hygiene/infection control**

Basic hygiene procedures are followed by all staff. Single-use disposable gloves are worn when treatment involves blood or other body fluids.

Date adopted by Governors .....

Signed: Head of Establishment .....

Chair Governors .....

## **Appendix 1**

### **Contents of school first aid kits**

Leaflet for First Aid advice  
20 assorted plasters  
2 sterile eye pads  
4 triangular bandages  
6 safety pins  
6 Medium wound dressings  
2 Large wound dressings  
1 pair of disposable gloves  
1 packet of Antiseptic Cleansing wipes

### **Contents of travel / PE first aid kits**

Leaflet for 1st Aid advice  
6 assorted plasters  
2 triangular bandages  
2 safety pins  
1 Large wound dressings  
1 pair of disposable gloves

### **First Aid room equipment / supplies**

Washbasin, drinking water, cups  
Bed, Pillow & Blanket  
Supplies for restocking of first aid kits  
Cold Packs  
Disposable gloves  
Wheel chair

### **RIDDOR – Incidents to be reported**

Accidents resulting in death or major injury  
Accidents which prevent normal duties for more than 3 days  
Loss of consciousness due to asphyxia or absorption of harmful substances  
Fractures / Dislocations  
Amputation  
Loss of sight – temporary or permanent  
Chemicals or hot metal burn to eye  
Penetrating eye injury  
Electric Shock  
Injury leading to hypothermia  
Unconsciousness needing resuscitation / hospital admission for over 24hrs.