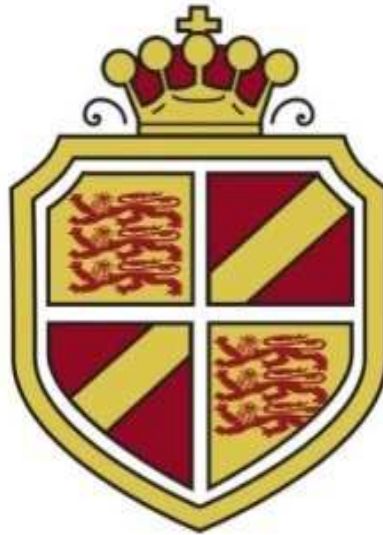


KING'S HOUSE PREPARATORY SCHOOL AND NURSERY

FIRST AID POLICY



Policy date	January 2018
Policy review	Every year as part of the School's policy cycle
Date ratified	29 January 2018
Ratified by	Dr A Cook
Review date	January 2019
Related policies	Safeguarding, Health and Safety

Context

Staff are aware that there may be issues relating to first aid as a result of child protection issues. Where staff have any concerns of this nature, the agreed steps outlined in the school's 'Child Protection Policy' should be followed.

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for the school's 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 school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

The Legal Position

Our duty to provide first aid at work is governed by the current Health and Safety (First Aid) Regulations. These require the school to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

The school is also required to review this assessment periodically to ensure that current provision is adequate.

Dealing with Visitors

It is school policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Responsibilities of First Aid Personnel

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.

The first aid appointed person is 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.

First-aiders

The qualified first aiders normally give first aid. However, any member of staff can do this voluntarily if there is an emergency where these staff members are not available.

All staff are covered by the school's insurance policy and are expected to use their best efforts in an emergency to secure the welfare of pupils.

Staff undertake first aid training appropriate to the needs of the school and to meet government guidelines. The training will range from First Aid at Work, Emergency First Aid and Paediatric First Aid. Refresher training is planned every year where qualification dates have expired.

The appointed person for first aid orders first aid supplies and equipment. They will call the emergency services if required and can also provide emergency cover where a first aider is absent due to unforeseen circumstances.

The school makes every effort to ensure that there is at least one qualified first aider in school during school hours and a qualified first aider will accompany children on external trips.

Equipment and supplies

First Aid Equipment is kept in the First Aid/Administration office in the main school. This cupboard contains extra first aid supplies.

First aid boxes are located in the First Aid/Administration office, the Reception Class, the Library and the Staff Room. When classes are taken to the Ely Way playing field the responsible teacher takes a portable first aid bag with them. First aid packs will be taken on school trips, matches and outings.

The appointed person is responsible for restocking first aid boxes and travel packs from the main supply and should request new stock when they see it is running low.

Medicines

Only inhalers and epi-pens are currently kept in school. It is the responsibility of parents to ensure that these are kept up-to-date.

First aid boxes

First aid boxes will contain as a minimum:

- a leaflet giving general advice on first-aid
- twenty individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) individually wrapped unmedicated wound dressings

- one pair of disposable gloves

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Guidance

RIDDOR places a legal duty of care on employers, self employed people and people in control of premises to report certain workplace accidents, occupational diseases and specified dangerous occurrences.

Reporting online (paper based reporting is no longer accepted)

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. The school will receive a copy for their records.

[Report of an injury](#)

[Report of a dangerous occurrence](#)

[Report of an injury offshore](#)

[Report of a dangerous occurrence offshore](#)

[Report of a case of disease](#)

[Report of flammable gas incident](#)

[Report of a dangerous gas fitting](#)

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents.