

KING'S HOUSE SCHOOL

FIRST AID POLICY



Policy date	September 2021
Date ratified	September 2021
Ratified by	Miss J Pawaar
Review date	September 2022
Related policies	Safeguarding, Health and Safety

- 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

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 is also first aid trained.

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 Medical Room, 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.