|  |
| --- |
|  |
| First Aid Policy |
|  |

|  |  |
| --- | --- |
| **Policy Title** | |
| **First Aid Policy** | |
| Version Number | 1.3 |
| Policy Implementation Date | 19 SEP 2023 |
| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 19SEP 2023 |
| Approving Signature | Angela Mollan |
| Policy Review Date | 01 SEP 2025 |

## Policy Statement

The Head teacher and all personnel of Peregrinate School accept their responsibility under the Health and Safety (First Aid) Regulations 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Peregrinate School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997 and agree to abide by procedures for reporting accidents.

## Introduction

*‘First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill*‘(The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## Statement of First Aid Provision

The School’s arrangements for providing First Aid will:-

* Place a duty on the Head teacher to approve, implement and review the First Aid policy
* Place individual duties on all employees
* Report and record accidents
* Record all occasions when First Aid is administered to employees, pupils and visitors
* Provide equipment and materials to provide First Aid treatment
* Make arrangements to provide First Aid training to employees, maintaining records of training and reviewing annually
* Establish a procedure for managing accidents in school which require First Aid treatment
* Provide information to employees on the arrangements for First Aid
* Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis
* Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs)
* Notify parent/guardian that first aid treatment was given to the child.

## Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

Norris Green Youth Centre

Administration Office

Main classroom

Kitchen

Liverpool Road North

Kitchen (1st Floor), Office (Ground Floor)

Transport

All vehicles have first aid kit

## A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 medium wound dressings

2 large wound dressings

3 extra-large wound dressings

1 pair of disposable gloves

1 roll of medical tape

1 pack of sticking plasters

NB there will not be any tablets kept in any first aid kit

Anybody who uses any items from the First Aid kits will return the

wrapper to the office so stock can be replenished.

The contents of the Kits will be checked on a regular basis by Megan Dever

The School First Aider(s) is/are:

Chris Mollan, Megan Dever

Before undertaking any off site activities, the level of first aid provision will be assessed by the Head teacher and at least one First Aid Kit will be taken along*.*

## Information on First Aid Arrangements

The Head teacher will inform all employees at the school of the following:-

* The arrangements for recording and reporting of accidents;
* The arrangements for First Aid;
* Those employees who are qualified First Aiders;
* The location of the First Aid Kits.

In addition, the Head teacher will ensure that signs are displayed throughout the School providing the following information;

* The names of employees with First Aid qualifications;
* Their room number or extension number;
* Location of the First Aid Box.

All members of staff will be made aware of the School’s First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

## Accidents involving bumps to a Pupil’s head

The consequence of an injury from an accident involving a bump or blow to a pupil’s head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a ‘Head Bump’ letter will be sent home to the parent/guardian.

## Transport to hospital or home

The Head teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil’s parent or guardian will be notified. If hospital treatment is required, then the pupil’s parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head teacher may decide to transport the pupil to the hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be adhered to:-

* Only staff cars insured to cover such transportation will be used
* No individual member of staff will be alone with the pupil in a vehicle
* A second member of staff will be present to provide supervision of the injured pupil

## First Aider Training

New staff will be trained in First Aid and first aid kits increased as learner numbers dictate. All first aiders will receive annual refresher training to ensure safe practice.