

Fiveways School

First Aid Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 yearly	November 2022	Swavek Nowakiewicz	Nov 2024

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver		22/11/2022
Head Teacher	Swavek Nowakiewicz		22/11/22

Details of Policy Updates

Date	Details
Nov 2022	New Policy



FIRST AID POLICY

The aim of this policy are as follows:

- 1) To provide adequate first aid provision, and identify the number of qualified First Aiders, who hold the 'First Aid at Work Certificate'
- 2) To ensure adequate cover throughout the school day, including when pupils undertake educational visits
- 3) To have at least one paediatric first aider who can provide immediate first aid to the pupils in school ensuring that Fiveways School meets statutory compliance.

The person with the overall responsibility for the provision of first aid is the Head teacher who will identify an Appointed Person who has overall responsibility for the organization of first aid across the school.

**The Appointed Persons at Fiveways school are :
Paula Parkes (school nurse), & in her absence Kirsty Kerr (SENCo)**

Responsibilities - Appointed Persons

1. The Appointed Persons are responsible for overseeing the arrangements for first aid within the school and ensure the following points are covered:
 - a. First Aid equipment is available at strategic points in the school and checked/stocked on a monthly basis (appendix a)
 - b. First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located (appendix b)
 - c. First Aid boxes are available on all school minibuses
 - d. First Aid boxes are available to take on all educational visits/ off site visits (including emergency asthma kits)
 - e. A sufficient number of personnel are trained in first aid procedures at all times

First Aiders

There is at least one allocated first-aider in each classroom at Fiveways School as far as reasonably practical.

Each class has a list of First Aiders

Fiveways holds record of trained First Aiders

Responsibilities - First Aiders

1. The first aiders in Fiveways School will understand their role and be able to assess emergency situations, act safely and effectively. They will provide the following level of basic first aid during school hours within the school and on school organised excursions for adults, children and infants
 - a. CPR and AED
 - b. Unresponsive and not breathing normally
 - c. Foreign body airway obstruction
 - d. Wounds and bleeding
 - e. Shock & fainting
 - f. Seizures
 - g. Injuries to bones, muscles, and joints
 - h. Conditions affecting the eyes, ears, and nose
 - i. Chronic medical condition or sudden illness
 - j. Effects of extreme cold and heat
 - k. Burns and scalds
 - l. Bites or stings.
2. First aiders are responsible for ensuring that the First Aid log books located in each class are completed for all treatments, and that the necessary details are supplied for the reporting of accidents.
3. It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day. Details associated via the discussion with parents will be documented and held by the school within the pupils school record (date/time)

Responsibilities - School Nurse/Appointed Person

1. The school nurse/appointed person will be called upon in the immediate absence of a trained First Aider, or to assist a First Aider in situations requiring additional support of a trained medical professional for help and/or advice.
2. First Aiders will administer appropriate treatment to ill, or injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed Person, if felt appropriate, when they are on site.
3. In emergency situations, the First Aider will call **999** and request that an Ambulance and paramedics attend or will instruct another member of staff to call **999**. The First Aider will be supported in the situation by the School Nurse/Appointed Person.
4. The first aider will be responsible to consult with the Health Service Helpline (NHS Direct 111) if there is any doubt about appropriate course of action. They must also consult the parents or legal guardians.

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date (refer to Appendix c). All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified
- It will be the responsibility of the appointed persons to scrutinise such records for accuracy in comments made, and report outcomes to the Head Teacher discussing any issues that may have been identified.
- It will be the responsibility of the Head Teacher to collate the information contained in the First Aid log and summarise this information into their Health & Safety report for the Governing Body

Monitoring and Review

- This policy will be monitored by the Appointed Persons & Head Teacher and reviewed in accordance with any new guidance given
- The Governors will have responsibility for ensuring this policy is formally evaluated every two years or sooner if required
- Additionally, the Head Teacher and Appointed Persons will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health and Safety learning walks undertaken by the Head Teacher and/or other identified persons including Governors
- Part of the monitoring procedure by the Head Teacher and Appointed Persons will be to review information, gathered through the learning walks
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy

Appendix b



Where are the First Aid kits located?

- 1) Sports Hall (first door on your left as you enter)
- 2) The office (shelf behind Michelle)
- 3) 6th Form
- 4) Swimming Pool (next to pool toilet)
- 5) Class 1
- 6) Class2
- 7) Education Centre
- 8) Kitchen (The main kitchen check their own first aid kits)
- 9) Travel first aid kit (Paula's room)
- 10) School bus (Paul checks)

Appendix C – Accident/Incident Form

ACCIDENT / INCIDENT FORM			
INCIDENT DATE		INCIDENT TIME	
LOCATION		DATE/TIME REPORTED	
PERSON INJURED/INVOLVED			
FULL NAME			
ADDRESS			
DETAILS OF INCIDENT / ACCIDENT			
NATURE & EXTENT OF INJURIES			
What Action Was Taken?	Ambulance called <input type="checkbox"/>	First Aid <input type="checkbox"/>	Hospital <input type="checkbox"/> Police <input type="checkbox"/>
	Other (Specify) :		
WITNESS (ES)			
NAME:	CONTACT:		
NAME:	CONTACT:		
ACTION WHICH COULD HAVE PREVENTED THE INCIDENT			
ACTION WHICH COULD HAVE PREVENTED THE INCIDENT			
FORM COMPLETED BY		DATE	
APPROVED BY		DATE	
SIGNATURE			

