



## First Aid Policy

*Date: September 2017*

*Review Date: September 2018*

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

Responsible Person: Office Manager/ Senior First Aider TA

The primary function of the named persons is to organise any accident or incident investigations required as a result of an accident or incident that has taken place within the grounds and premises of the organisation and in any external location that involves a member of the organisation's employees or pupils.

In addition, the above-named persons have a responsibility to ensure that all first aid arrangements, equipment and facilities are maintained and in good working order. They will also ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and the numbers of persons to be covered. They will ensure that first aid staff are trained by a competent organisation and that such training is carried out and certificated in a timely manner as required by the current regulations.

The school must ensure the following:

- To provide adequate numbers of appropriately trained first aid staff to deal with incidents or accidents
- To provide all first aid staff with an effective means of communication that will enable anyone requiring the assistance of first aid staff to contact them in a timely manner
- To ensure that, where applicable, first aid staff are all trained to deal with additional, specifically identified hazards that are not included in the standard training course
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- To be in a position to deal with or assist in dealing with any members of public who may suffer or be suffering from recognisable symptoms whilst on premises
- To ensure that adequate provisions and staff are provided and available during any external activities or journeys to external locations

The Arrangements:

The following arrangements and activities are in place in order to meet the above

- A team of appropriately trained first aid staff
- A senior first aider of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment
- An accident book in the office to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person



- A copy of RIDDOR in the staffroom and office to enable first aid staff to determine whether current controls and precautions are adequate and appropriate [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)
- A risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate
- Training programmes for various staff that will enable them to deal with emergency situations

## THE RESPONSIBILITIES:

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that might have resulted in an accident, even if this wasn't the case
- To co- operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly following any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting for a period of time.

*To be read in conjunction with the Supporting Pupils with Medical Conditions Policy*