



First Aid Policy

Name and Title of the Author:	Louise Brodigan HR & Office Manager
Name of Responsible Committee / Individual:	LGB
Implementation Date:	Autumn 2022
Review Date:	Autumn 2024
Target Audience:	Staff, Parents and Pupils

FIRST AID POLICY

Statement

The Snaith School is committed to providing emergency first aid cover to deal with accidents, which occur to children, employees and all categories of visitors.

To achieve this the school will:

- · Have a suitably stocked first aid box
- · Have at least three appointed persons available to take charge of first aid arrangements.
- · Provide information to employees, children and parents on the arrangements for first aid.
- · Have a procedure for managing accidents.
- · Review the arrangements for first aid on a regular basis

Designated/Appointed Persons

The following person is responsible for ensuring that first aid boxes are correctly stocked and up to date:

<i>Rachel Heald</i>	<i>Designated First Aider 3 day First Aid at Work</i>
<i>Emma Goddard</i>	<i>Designated First Aider 3 day First Aid at Work</i>

First Aid Trained Staff

Please see the attached list of trained first aiders. This list should also be displayed in the admin office and Student Services offices

First Aid Training

First Aiders will be given the opportunity to renew their training every three years.

First Aid Equipment

A fully stocked first aid box is kept in school and the bungalow. Each trip has a first aid bag which they take with them on day visits.

A fully stocked first aid bag is to be taken by each trip on residential visits.

Accidents

In the event of a student, employee or visitor having an accident involving an injury or suspected injury whilst on site the following procedure will be followed:

1. Send adult/suitable child or telephone the reception (ext. 0) to alert the first aid trained staff or if minor injury send child in with suitable child to student services.
2. Ensure safety of injured child/and other children
3. Do not take action until first aider arrives

First Aid Procedures/Accident Reporting

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the appropriate bin.

Incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the class as soon as possible/practical. Record the visit on SIMS on the child's record. Calls should be made to parents/carers if necessary. Accidents and incidents will be reviewed on a monthly basis by Matt Slack, Premises and Safety Manager.

Near Misses are to be recorded and reported to Matt Slack, Premises and Safety Manager for investigation.

Pupils treatment by a First Aider should be recorded on SIMS under the medical events tab. The date, time and reason for the visit should be recorded.

Dealing with Emergencies

In an emergency, a first aider will attend to the casualty and an ambulance will be called for immediately. The parent/carer will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent/carer will be contacted to accompany the child to hospital. If the parent cannot be contacted then a member of staff, preferably from the SLT, will transport the child to hospital. The child should be seated in the back seat and another member of staff should sit in the back of the car with the child. Every attempt to contact the parent/carer will be made by the school.

Children with Special Medical Conditions

Please see the Health Care Plans (attached to the pupil record on SIMS) for details of children with special medical conditions.

Asthma

Please see the Asthma Policy/ Health Care Plans (attached to SIMS).

Medicines in School

Please see the Managing Medicines in School Policy/Pupil Medical Records file. Prescribed medication will be stored securely in a locked cupboard and a record must be made on Teams of the date, time, medicine issued.