First Aid Policy

Health and welfare

SMS Changing Lives School

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First Aid Policy

SMS Changing Lives School

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1.Policy Statement

The Head Teacher and the proprietor accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, student and visitors within the school.

The staff at Changing Lives School recognises their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2.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.

3.Statement of First Aid Provision

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

- Place a duty on the Head Teacher and proprietor to approve, implement and review the First Aid policy.
- Place individual duties on all employees.
- Report and record accidents using relevant form.
- 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, maintain records of training and review 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 any additional requirements (e.g. specialised training for student with particular medical needs).
- Notify parent/guardian that first aid treatment was given to the student.

4.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:

Central site:

- ***Reception – Ground Floor***
- ***Sports classroom – Ground Floor***
- ***Music room – First Floor***

Thrive site:

- ***Reception- Ground floor***
- ***Kitchen-Ground Floor***
- ***Kitchen-First floor***

Outreach:

- ***Greek Street Medical room- ground Floor***
- ***All outreach vehicles***

A standard First Aid Kit will contain the following items:

1 Triangular bandage
4 x medium dressings
2 x Large dressing
2 x Eye pad dressing
2 x Finger dressing
2 x Gloves
1 x Washproof assorted plasters (20)
1 x Microporous tape 1.25cm x 10m
1 x Resuscitation aid
6 x Wipes
1 x Guidance leaflet
1 x Scissors
1 x Safety pins (6)

The contents of the kits will be checked on a regular basis by The Centre Manager

All staff are first-aid trained, and the nominated school First Aiders are:

Central site:

Gareth Preston

Thrive site:

Kyle McGovern

Jemima Morris

Outreach:

Luqmaan X
Horace Jones

Before undertaking any off-site activities, the level of first aid provision will be assessed by the centre manager or allocated member of SLT and at least one First Aid Kit will be taken along.

5 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.
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. All members of staff will access online training on First Aid as a minimum. 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, the Head Teacher may decide to transport the pupil to the hospital.

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

- Where possible students will be transported home in line with their usual arrangements.
- If staff are required to transport a student, only staff cars insured to cover such transportation will be used.
- If required, a second adult will be present to provide supervision of the injured pupil.