



Meole Brace School

Achievement • Respect • Community

First Aid Policy

Senior member of staff responsible: Mr R Carlyle Director of Finance & Operations

Governor Committee: Premises, Security & Health and Safety

Revised: February 2017

Approved by Committee: PSH & S

Next Review Date: February 2019

FIRST AID POLICY

Rationale

Meole Brace School is committed to the provision of first aid for all members of the school community. First aid can save lives and prevent minor injuries becoming major ones. The staff will always seek to treat a casualty with care, compassion and courtesy.

Principles

Meole Brace School ensures that:

- there is an appointed person with specific responsibility for first aid
- a sufficient number of adults are adequately qualified in first aid and therefore able to provide treatment when necessary
- immediate help is given to casualties with common injuries or illnesses with additional help requested when required;
- first-aid provision is available throughout the school day, on and off-site as appropriate;
- first aiders regularly review their first aid skills through refresher-training courses;
- first aid information is readily available and all users of the school know how to access help;
- first aid kits for minor injuries are available for use throughout the school and are regularly maintained by each department
- first aid 'accident books' are available to record incidents and accidents

First Aid Procedures

The following procedure will be followed in the event of an incident:

- once informed the duty first aider will go to the casualty(ies) without delay and provide assistance;
- secondary aid/an ambulance will be called in the event that the first aider feels any doubt about their ability to treat an injury. If this is the case a parent/guardian (or other appropriate adult) will be informed and asked to attend immediately. If an appropriate adult cannot be contacted, a member of staff will stay with the child until a parent or guardian is available;
- all appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc. e.g. ensuring gloves are worn and detergents used to disinfect the area;
- details of all first aid treatment will be recorded in the school's first aid book or accident book (Council Accident, Violence and Near Miss Report Form (CARS)).
- where there is a head injury a letter indicating what happened and the symptoms parents/guardians should watch for will be sent home.
- in the event of a child feeling unwell during the school day he/she will be looked after appropriately and the parent/guardian notified, if they are required to go home
- the school will have a designated First aid room

First Aid Procedure When an Ambulance is Called

In the event of incident/accident occurring which necessitates the summoning of an ambulance, the following procedure should be noted and followed:

Scenario 1

After an accident has occurred, an ambulance is called and the parents of the student are informed of the circumstances. The parents inform the school that they are coming straight here in order to accompany their child to hospital, either in the ambulance or their own vehicle.

There is no requirement under this scenario for any school staff member to accompany the ambulance

Scenario 2

After an accident has occurred, an ambulance is called and the parents of the student are informed of the circumstances. The parents inform the school that they are going direct to the hospital in order to meet their child and the ambulance there.

There is no requirement under this scenario for any school staff member to accompany the ambulance. The professional duty of care passes from the school to the paramedics attending.

Scenario 3

After an accident has occurred, an ambulance is called and the parents of the student are informed of the circumstances. The parents inform the school that they are unable to attend either the school or the hospital. There is a requirement for a school staff member, usually the First Aid Officer, to accompany the ambulance and the student to hospital pending the arrival of the parents. In these circumstances private vehicles should not be used, but the return journey should be undertaken by taxi, the cost of which will be met by the school.

Regular review of this policy will enable staff to evaluate its impact and effectiveness.

First Aid Training

First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates. First aid staff have received portable defibrillator training.

Contents of a first-aid container

There is no mandatory list of items for a first-aid container. However, the school have reviewed all the contents of first aid boxes and they are stocked according to the risk for the areas that they support. The school has 2 portable defibrillators on site. Defibrillator training has been made available to all First aid trained staff.

First Aid Records

First Aid Book

A record of any first aid treatment given by first aiders and appointed persons is kept. This includes:

- the date, time and place of the incident;
- the name of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- The details are summarized on SIMS.

The information in the record book can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

Accident Book

An accident book is used to record serious accidents (stored in the first aid room). All records must be kept for a minimum of 3 years.

Accident statistics

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

First-aid accommodation

A suitable room that can be used for first aid treatment when required, and for the care of pupils during school hours. The room should contain a washbasin and WC. It does not need to be used solely for medical purposes, but is appropriate for that purpose and readily available for use when needed.

Contact First-Aid

Contact can either be made by radio (channel 1), telephone (landline) or Mobile (07954 167196)