

# FIRST AID POLICY

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## 1.0 INTRODUCTION

- 1.1 This policy is in place to ensure that students, staff and visitors to the school are well looked after in the event of an accident or if they feel unwell.

## 2.0 AIMS

- 2.1 To provide First Aid treatment where appropriate for users of the school (with particular reference to pupils and staff)
- 2.2 To provide or seek secondary aid where necessary and appropriate.
- 2.3 To treat the casualty(ies), relatives and others involved with care, compassion and courtesy.
- 2.4 To ensure that all staff and students are aware of the system in place.

## 3.0 GUIDELINES

- 3.1 The school will provide First Aid cover during the working hours of the school week and where appropriate and necessary out of school hours. Those renting school premises for non-school activities are expected to make their own first aid arrangements.
- 3.2 First Aid information will be readily available and staff and students will be informed who to call and how to call for help.
- 3.3 First Aid kits for minor injuries will be available for use in appropriate areas of the school.
- 3.4 The Head, Bursar and SMT will ensure that there is an adequate number of qualified First Aiders in each section of the school.

## 4.0 PROCEDURES

- 4.1 The school First Aid Nurse and/or qualified First Aiders will be available on the school site during the school day.

- 4.2 School users will be able to contact the school First Aid Nurse (current telephone extension 207) or another qualified First Aider via the reception office (current telephone extension 200)
- 4.3 Once informed of an incident a First Aider will go to the casualty(ies) without delay and provide emergency care.
- 4.4 On request from the school First Aid Nurse, staff will contact parents and emergency services as required.
- 4.5 If necessary the First Aid Nurse or another appropriate adult will accompany a casualty to hospital.
- 4.6 All appropriate precautions will be taken when cleaning up after an incident, using body spill kits and protective gloves.
- 4.7 The First Aider is responsible for recording in the First Aid Daybook details of treatment administered.
- 4.8 The First Aider is responsible for ensuring when appropriate that the School's statutory Accident Book is completed.
- 4.9 The First Aider will promptly inform the School First Aid Nurse if items have been used from first aid kits and require replacement

**5.0 The School First Aid Nurse will :**

- 5.1 Ensure that at the start of each term the 'First Aid at KAS' booklet is available for all staff. (This includes a list of students with known medical conditions and an outline of any relevant procedures)
- 5.2 Have a file of Medicine Consent Forms for administering medicines and homeopathic remedies.
- 5.3 Ensure that staff holding first aid certificates undertake training at the appropriate intervals to retain their qualifications.
- 5.4 Check that First Aid kits at appropriate locations are fully stocked at the start of each half term and that items used by staff are promptly replaced.
- 5.5 Provide First Aid kits requested by staff for school trips.

**6.0 Teachers will:**

- 6.1 Familiarise themselves with the subject specific risk assessments so that they are aware of teaching related hazards.

- 6.2 Refer to Staff Guidelines to familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are.
- 6.3 Be aware of specific medical conditions of individual students as publicised in the 'First Aid at KAS' booklet, seeking further information as necessary from the School Nurse.
- 6.4 Never move a casualty until they have been assessed by the school First Aid Nurse or a qualified First Aider unless the casualty is in immediate danger.
- 6.5 Send for help as soon as possible.
- 6.6 Send a student with minor injuries to the First Aid Room, accompanied by another student where appropriate.
- 6.7 Comply with the policy on school trips, complete risk assessments as required, be aware of specific needs of individual students (See Para 6.3 above) and receive parental consent forms for overnight trips.
- 6.8 Take a First Aid kit on any trips away from the school site.
- 6.9 Ensure that they are familiar with using the Epi-pen auto-injector for emergency use on any students in their care for whom it is prescribed, and that they are aware of the protocols to be followed post usage.
- 6.10 Supply teachers will be informed how to access the First Aid Book for the duration of their assignment and will be expected to study the pages relevant to the classes which they will teach.

**7.0 Staff working on site during holiday periods will :**

- 7.1 Have adequate First Aid supplies for use during the school holidays and access to the First Aid Room.