



FIRST AID POLICY

December 2021

Introduction

First aid is the initial and appropriate management of illness or injury that can preserve life or minimising the consequences of injury and illness until professional medical help can be obtained. It is also the treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

Legislation requires that arrangements be made to provide for first aid at work to ensure that illness or injury at work is treated and managed in the most appropriate way.

Park House School (PHS) is committed to providing sufficient numbers of trained first aid personnel, facilities and supplies to deal with accidents and illnesses that occur at the school to pupils, staff, or visitors. In addition, all staff receive basic life support training every year.

First Aid Provision

First aid personnel are employees who have volunteered for the role, attended an approved 'First Aid at Work' course and been assessed as competent for the role. Individuals selected for training must be willing to undertake the role and be able to leave their normal duties at any time to render first aid. First aiders can only act within the limits of the training they have been given.

Training for first aiders

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If wishing to be trained as a First Aider the attributes needed to be successful in the role should be borne in mind. These attributes are:

- reliability
- disposition
- communication skills
- aptitude for learning
- ability to cope with medical emergencies and physical fitness

A First Aider must hold a valid certificate of competence in First Aid at Work issued by an organisation whose training and qualifications are recognised by the Health and Safety Executive (HSE). The first aid certificate is currently valid for 3 years. Refresher training and re-testing must take place before the qualification expires. If the certificate expires the full course must be repeated.

First Aid Boxes

Staff should have access to a first aid box whilst at work. First aid boxes should be easily identifiable and accessible throughout the workplace. The boxes should **not** be locked and

anyone who wishes to can use the contents of a first aid box to treat themselves. After such use the First Aider responsible for the boxes should be notified to ensure that the stock is replenished.

First aid boxes are restocked by one of the named First Aiders. Any items used should be replaced as quickly as possible by the First Aider. Out of date items should also be replaced and disposed of as quickly as possible. A First Aider should check the boxes at the start of each half term so that stock can be ordered and out of date items replaced and disposed of.

When completing the accident form, staff are required to write down which first aid items from a first aid box were used.

Emergency Treatment

If emergency assistance is required then a First Aider, or the senior member of staff on the scene, will telephone the emergency services giving the following details:

- Location of casualty.
- Nature of injury/illness.
- Nature of assistance required.
- The name and telephone number of the caller.

First Aid Room

A first aid room is provided at PHS for use after the assessment of the aid needs identify this as necessary. The designated first aid room contains essential first aid facilities.

Induction

Information on first aid provision is included as part of the induction procedure for all staff. This includes how to obtain emergency assistance, the name(s) of the First-Aiders and the locations of the first aid boxes.

Record Keeping

All first aid administered must be recorded and reported by entering the relevant information into the first aid book. This book is to be kept in the main school office. The named First-Aiders must record all treatment that they provide. This information helps to identify accident trends, areas for improvement and can be used for reference in any future first aid needs assessment.

Indemnity

Existing Employers Liability and Public Liability insurance will indemnify qualified First Aiders if they are acting as first aiders on behalf of PHS. This insurance protection is subject to normal Policy terms, exceptions and conditions.

Out of school visits/trips

When going out of school on any visit staff must ensure they have a mobile phone and the school telephone number. All staff are trained in basic life support in the event of an accident on an out-of-school trip. As soon as is safe and possible staff must alert the school of the accident and what actions have been taken. A member of the SLT will then contact the parents of pupils involved and advise them of the situation, and any action required by them.

Treatment at Accident and Emergency

When a person is deemed to require treatment beyond the protocols of the designated First Aider the person will be advised that they need to go to Accident and Emergency(A&E). In this instance, the next of kin will be notified and be expected to attend A&E as a matter of urgency. Where a specific procedure is required, the First Aider **cannot** authorize any treatment; this **must** come from the parent/carer.