



CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 POLICY STATEMENT	1
3.0 STATEMENT OF FIRST AID PROVISION	1
4.0 ARRANGEMENTS FOR FIRST AID.....	2
5.0 A STANDARD FIRST AID KIT WILL CONTRAIN THE FOLLOWING.....	2
6.0 INFORMATION ON FIRST AID ARRANGEMENTS	3
7.0 ACCIDENTS INVOLVING BUMPS TO A STUDENT’S HEAD	3
8.0 TRANSPORT TO HOSPITAL OR HOME	3

1.0 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.

2.0 POLICY STATEMENT

The Head Teacher and Board of Governors of Hillcrest Shifnal School accept their responsibility under the Health and Safety (First Aid) Regulations 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Hillcrest Shifnal School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and agree to abide by the company procedure for reporting accidents.

3.0 STATEMENT OF FIRST AID PROVISION

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

- Place a duty on the Head Teacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant forms and through the weekly management reports;
- Record all occasions when First Aid is administered to employees, students 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 also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/carer that first aid treatment was given to the child.

4.0 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:-

Medical room, vocational block, Main Primary Storage Area, Hair and Beauty Room, Food technology Room and Science Room as well as the main reception. There is an eye wash facility in the Science Room. There are also other kits available for use on trips and visits.

5.0 A STANDARD FIRST AID KIT WILL CONTAIN THE FOLLOWING

- Leaflet giving general advice on First Aid
- 10 individually wrapped sterile adhesive dressings assorted sizes
- 1 triangular bandages
- 1 Emergency Blanket
- 1 Burn Care Dressing
- 1 Pair of Scissors
- 1 Medium dressing
- 1 conforming bandage
- 1 bottle of sterile eyewash
- 1 sterile eye pad
- 1 reel of micropore tape
- 1 resuscitation aid
- 6 safety pins
- 6 medium wound dressings

- 4 Individually wrapped moist cleaning wipes
- 1 pairs of disposable gloves

The contents of the Kits will be checked on a regular basis (weekly on Friday afternoon)

The Lead first aider, who will have undertaken emergency first aid training will also;

- Take charge when someone becomes injured or ill
- Look after first aid equipment
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The School Emergency First Aid Trained first aiders and First Aid at Work trained Staff are displayed in signs around the school. These signs can be found in Reception, The Work Room, The Medical Room, The Kitchen, the Science Room, The Main Corridor, The Transitions Corridor, The Primary Corridor and the Canteen.

Before undertaking any off site activities the level of first aid provision will be assessed by the Head Teacher and at least one First Aid Kit will be taken along.

First Aid kits are available in Hair and Beauty, PE, Medical Room, Vocational Block and The Main Primary Cupboard as well as the school reception.



6.0 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.
- The Head Teacher will also ensure that an acceptable level of trained first aiders is in place at all times.
- All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.
- Basic online first aid training is available to all employees to enable them to support a qualified first aider in an emergency.

7.0 ACCIDENTS INVOLVING BUMPS TO A STUDENT'S HEAD

The consequence of an injury from an accident involving a bump or blow to a student'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' communication will be made home to the parent/carer; this can be by telephone and logged on Clearcare.

8.0 TRANSPORT TO HOSPITAL OR HOME

The Head Teacher will determine the appropriate action to be taken in each case, in conjunction with the advice given by the first aider. Where the injury requires urgent medical attention an ambulance will be called and the student's parent or carer will be notified. If hospital treatment is required, then the student's parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contacts then the Head Teacher may decide that school staff are to transport the student to the hospital.

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

- Only company vehicles or staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the student in a vehicle;
- A second member of staff will be present to provide supervision of the injured student.