First Aid Policy

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First Aid Policy

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Introduction

1. Purpose

The purpose of this policy is to ensure the safety and well-being of all pupils, staff, and visitors by providing appropriate first aid measures in the event of an injury or illness within the school premises or during school activities.

1.1 Legislation

This policy adheres to the latest UK government legislation, including but not limited to:

- Health and Safety at Work Act 1974
- The Education (First Aid) Regulations 2014

1.2 Scope

This policy applies to all pupils, staff, visitors, and volunteers within the school premises, including during off-site activities and school trips.

2. Roles and Responsibilities

2.1 Designated First Aid Personnel

- We have identify and appointed designated first aid personnel who are appropriately trained and qualified.
- We ensure that designated first aid personnel are easily identifiable within the school premises. Information about this team is visible in the medical room and shared in the staff handbook.
- A high proportion of staff in school have Emergency at Work first aid training; at least one person in each teaching area/classroom.
- We provide regular training and refresher courses for designated first aid personnel.
- Staff in Early Years and our Wraparound Care have paediatric first aid training.

2.2 Staff will:

- Familiarise themselves with the school's first aid procedures and guidelines.
- Report any accidents, injuries, or illnesses to the designated first aid personnel.
- Support designated first aid personnel in providing appropriate first aid measures.

2.3 Pupils

- We encourage pupils to report any accidents, injuries or illnesses to a member of staff.
- We teach basic first aid skills to pupils, where appropriate, through the curriculum or extracurricular activities.

2.4 Parents and Carers

- We inform parents and carers about the school's first aid policy and procedures. This policy is published on the school website.
- We request relevant medical information from parents/carers to ensure appropriate first aid measures can be provided.

2.5 School Leadership Team will:

- Ensure that sufficient resources, including first aid equipment and supplies, are available and regularly maintained.
- Monitor and review the implementation of the first aid policy.
- Provide necessary support and guidance to designated first aid personnel.

3. First Aid Procedures

3.1 Reporting and Recording

- We have established a clear procedure for reporting and recording accidents, injuries, and illnesses. Minor injuries to pupils are recorded in the school accident log book which is monitored by the Headteacher.
- Where appropriate we report incidents on the West Sussex Incident Reporting Portal. This is usually when an adult is injured or a child requires further medical attention away from school. Generally, these are incidents we categorise as more than a minor injury.
- One of our designated first aiders, alongside the Headteacher, is responsible for maintaining accurate records of all incidents on the West Sussex Portal.

3.2 First Aid Kits and Equipment

- We ensure that first aid kits are easily accessible and well-stocked with appropriate supplies. Spare kits are avaible from the medical room. All members of staff have their own 'bum bag' first aid kit that is used at playtimes and on out of school activities.
- A large 'full' first aid kit is available for events off site, including residentials.

- A designated first aider regularly checks and replenishes first aid kits to maintain their readiness.

3.3 Emergency Contacts

- We maintain an up-to-date list of emergency contacts, including local hospitals, ambulance services, and relevant medical professionals.

3.4 Communication

- We inform staff, pupils, parents, and the wider school community about the first aid policy and procedures.
- We inform parents/carers of any accidents and/or injuries at school by a report slip home, text, and where possible, verbal reminder on collection from school.
- Staff are all aware of how to communicate emergencies and seek first aid assistance. This information is available at induction and in the staff handbook.

4. Implementation Strategies

4.1 Training and Education

- We provide regular first aid training and education opportunities for staff and pupils
- We ensure that designated first aid personnel receive appropriate and up-to-date training.

4.2 Risk Assessment

- We conduct regular risk assessments to identify potential hazards and implement necessary measures to prevent accidents and injuries.
- We review risk assessments periodically to account for any changes in the school environment or activities.

4.3 Supervision

- We ensure that appropriate and sufficient adult supervision is provided during play times.
- We ensure that appropriate and sufficient adult supervision is provided during school activities to minimize the risk of accidents and injuries.
- We assign sufficient staff members to accompany pupils on off-site activities and school trips.

4.4 Accessibility

- We ensure that first aid facilities and equipment are accessible to all, including pupils and staff with disabilities.
- We provide appropriate training and resources to support the first aid needs of pupils and staff with specific medical conditions.

5. Review Mechanisms

5.1 Monitoring and Evaluation

- The school's first aid policy will be reviewed annually to ensure its effectiveness and compliance with the latest legislation and best practices.

- Designated first aid personnel, staff and the school leadership team will be involved in the review process.
- We evaluate the effectiveness of the first aid policy through incident analysis and continuous improvement measures.

6. Linked Policies

- Health and Safety Policy
- Education and Off-Site Visits Policy
- Medicines in School Policy
- Safeguarding and Child Protection Policy
- Supporting Children with Medical Conditions