

Policy on First Aid

The First Aid at Work Regulations place a duty on the School to make provision for first aid by:

Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees and students who become injured or ill at work/school;

Ensuring that there are suitable persons able to administer first aid if employees or students become injured or ill at work/school.

Definition of First Aid

The Joint First Aid Manual (British Red Cross, St. John's Ambulance and St. Andrews Ambulance) 8th edition published by Dorling Kindersley, provides the following definition of first aid:

'First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.'

Accordingly, School 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 on to medical staff as quickly as possible.

First Aid Assessment of Need

This assessment will be conducted in accordance with the guidance published by the Health and Safety Executive (HSE) and will ensure that appropriate first aid personnel and equipment are available to:

Give immediate attention to an employee, student or visitor suffering from common injuries and illness and those likely to arise from specific hazards at work;

Call an ambulance or other professional help as required.

The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location.

Current First Aid Trained Staff

Staff member with a valid Emergency First Aid At Work certificate is:
Patricia Sweet

Staff member with a valid school first aid including use of auto-injection certificate is:
Patricia Gorecka

Merton Medical Practice is located 150 metres from the school. This means that urgent medical attention can be provided extremely quickly. The school is also very close to the Ambulance route for St George's Hospital.

First Aid Equipment

The assessment of first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required.

All first aid equipment must be contained in a suitably marked container, ideally a green box with a white cross, and located in an accessible place;

First aid boxes should protect first aid items from dampness and contamination by dust, fumes etc;

First aid kits will contain items for administering first aid according to the HSE's guidance

Note: Medication, disinfectants, ointments, etc. are NOT to be held in a first aid box under any circumstance.

The content and selection of first aid kits may vary in circumstances where the assessment of first aid need indicates this is appropriate (e.g. an alternative container for use in offsite activities).

Monitoring of First Aid Equipment

The First Aid Officer or the Appointed Person, should inspect the first aid equipment on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc.

First Aid record keeping

Whenever a member of staff administers first aid, they should complete a 'First Aid Administered' form.

Information on First Aid arrangements

In order for the School's first aid arrangements to operate effectively, it is important that they are known and understood by everyone at the school. The names of their First Aiders are displayed on the notice board in the common room.

Implementation of the First Aid Policy

In order that adequate and appropriate first aid provision exists across the school it will be necessary to carry out the following activities:

- Undertake an Assessment of First Aid Need for each area/activity/building and review the assessment on a regular basis;
- Ensure that all members of staff are familiar with the first aid;
- Display first aid notices in the building;
- Carry out regular checks on first aid materials.

Duties and responsibilities

It is the First Aid Officer's responsibility to:

- Attend **all** calls for first aid assistance;
- Ensure their own safety at all times;
- Provide assistance at all times in compliance with their 'First Aid at Work' training;
- First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance;
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived;
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training;
- Refer the patient onto hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required;
- Complete a 'Record of First Aid Administered at Work' form in **ALL** cases where treatment has been rendered;
- Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date.

October 2013

This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.

Date of next scheduled review: October 2014