



FIRST AID AT WORK POLICY

1. General statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.

2. The legal position

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- size of the School
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

3. Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided.

Appointed persons are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Ensuring the teachers and parents are informed at the earliest appropriate moment.

Making sure of any follow-on treatment is followed.

Ensuring accidents are reviewed and risk assessments are reviewed or put in place



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4. Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that a member of staff or a pupil has been taken ill, or has had an accident, call a first aider for assistance. You should not attempt to give first aid treatment yourself
- no employee should use their private car to transport a casualty to hospital. If an ambulance is not required a parent should take their child to the hospital
- if you need to access a first aid kit for personal use, do not remove it from its designated place
- any loss or damage to first aid equipment must be reported to the Head Teacher
- if a first aid kit is poorly stocked, this should be reported to the Head Teacher

5. Dealing with visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the member of staff supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident, an entry must be made in the accident book.

6. Staff training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first-aider will attend an approved Health & Safety Executive four-day course and any appointed persons will attend a basic four-hour course.

7. Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. Information on the current first-aider/appointed person will be provided in the first aid room. These can also be found by the first aid boxes

8. First aiders

Jenna Wayne-Smith

Chloe Pritchard

Jacqui Lewis

Jen Howard

Angela Evans

Annabelle Griffiths,

Mike Salter

Emma Mills



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First aid boxes can be found in the following areas: *(insert details)*.

First Aid area in school: Off main corridor/library. First Aid bags are also ready and available for trips and visits.

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