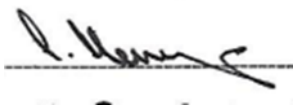



# First Aid Policy

## Policy Adoption

Date	Reviewed/Adopted by	Next review date	Review Frequency
27/11/2024	Full Governing Board	November 2027	Three Yearly/As necessary

## Governing Body Approval

Signed	Title
	Chair of Governors
	Headteacher

## Document Control

Date	Version	Author	Notes
01/02/2015	1.00	S Ewing	New Policy
15/05/2018	2.00	P Leake	Updated format Update First Aiders list
11/08/2018	2.10	P Leake	Replaced header as badge/phone numbers have changed
29/06/2021	2.20	P Leake	Amended policy statement Updated first aider list
10/03/2022	2.30	P Leake	Amended section 3 – change location of first aider list  Removed appendix 2 – separated first aider list into separate doc  Appendix 3 renamed to appendix 1  Appendix 1 removed
31/10/2024	2.40	P Leake	Policy review  Section 3 – added link to list of first aiders  Section 4 – added link to first aid supplies list  Removed Appendix 1

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## Introduction

Health and Safety legislation places a duty on employers of staff in schools to protect the health and safety of their staff, students and visitors to premises, including the responsibility to ensure that the school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- Qualified first-aiders/appointed persons.
- Locations of suitably stocked first-aid containers.
- Arrangements for off-site activities and trips.
- Out of school hour's arrangements e.g. lettings, parents' evenings etc.

## Policy Statement

- Barking Abbey School reserves the right to amend this First Aid policy at any time, without notice.
- A copy of this document can be found under the Policies section of the staff documents area.

## 1 Providing Information

The Head of Operations (HO) must inform staff of the first-aid arrangements and this information should be included in any staff induction programme/handbook. This should contain the following information:

- Location of relevant equipment.
- First-aiders/appointed persons.

## 2 Risk Assessment

Considerations for first-aid provision are:

- size of the school and whether on split site and/or levels.
- any features of the location of the school.
- any specific hazards or risks on the site.
- any staff/students with special health needs or disabilities.
- whether accident statistics provide any information about specific areas and/or times of greater than average risk.
- the number of first-aid personnel required.

## 3 First Aiders

First-aiders must complete a training course approved by the Health & Safety Executive to include mandatory updates. The main duties of a first aider are:

- To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- Ensure that an ambulance or other professional help is called expediently when required.

Due to increased risk of injuries in sport it would be advisable for all members of the PE staff to have up-to-date first aid qualifications.

The school will provide opportunity for all members of staff to update qualifications on a regular basis.

An appointed person is not a first aider but someone who:

- Takes charge when someone is injured or becomes ill until a suitably qualified person is available.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

- Checks and restocks first aid containers in their allocated areas on a regular basis.

A list of current first-aiders/appointed persons is available to staff on the School SharePoint Site here: [First Aider List - Current](#). This is a 'Live' document and is updated as staff complete training or leave the school.

There are no legal requirements on the exact number of first aid personnel required in a school, but the Health and Safety Commission had issued guidance numbers of First Aid in schools (also available from DfES Publications, ref: GFAS98). The Department recommends that for the purpose of assessing first aid personnel numbers, that student numbers as well as employee numbers are taken into account. The minimum requirement is that an appointed person must take charge of the first aid arrangements until a qualified first aider can attend.

Due to specific potential dangers within the Science, Technology and PE Departments, it is the responsibility of the respective Heads of Department to ensure that staff have received training in dealing with potential accidents.

It is the School's intention in future that when a vacancy occurs we will endeavour to recruit caretaking staff willing to undertake first aid training. This will be an asset in the event of the need to administer first aid either before school opens or out of school hours i.e. lettings.

The PE Department should adhere to the following rules for Curriculum/Out of Hours learning:

#### **Curriculum**

Staff must use professional judgement regarding illness or when assessing injury within a lesson. Students who are unwell or injured dependent on the degree of injury can be kept on the field under the supervision of their teacher and their condition monitored. They may be escorted to reception by another student to seek medical advice from qualified staff.

Qualified staff then administers first aid or call for emergency services. Parents will be called by administration staff.

Should illness or accident occur whilst in the classroom first aid support is mustered via the nearest possible telephone.

#### **Out of Hours Learning Provision**

When at a fixture whether at home or away a First Aid bag is taken to each venue. This enables staff to administer basic first aid, i.e. plaster/antiseptic wipe.

Should First Aid not be available dependent on the degree of injury parents are contacted or emergency services called.

Mobile telephones should be carried to fixtures by a member of staff.

When hosting an event or special fixture where four or more schools are attending First Aid support is agreed and provided by trained staff.

Visiting schools are primarily responsible for their own first aid however support can be provided.

The key to this policy is preventative rather than reactive measures being taken; Ensuring students wear appropriate clothing and PPE; making adequate risk assessments of the playing area/equipment and weather conditions; ensuring fair play and officiating supervision of students at all time.

## **4 First Aid Containers**

There are first aid boxes located throughout the school. Signage is to be displayed for information purposes and should conform to Safety Signs and Signals Regulations 1996.

Contents are compliant to BS8599-1:2019, these should be checked by each qualified person for that area each term and checked regularly.

First Aid provisions will be audited by the Head of Operations annually to ensure compliance with this policy document. The list of first aid supplies is available to all staff here: [First Supplies](#)

## **5 Record Keeping**

The Head of Operations or their assistant will ensure that records are kept of any first-aid treatment given by first-aiders and appointed persons.

Records of accidents are recorded in the daily record in Reception Areas and Accident Forms are completed for students and staff/visitors who require them.

During any school organised sporting activities within the school grounds a first-aid box should be available. It is important to be aware that many non-sporting activities take place outside school hours when the presence of a first-aid/appointed person cannot be guaranteed.

The School must have procedures in place for contacting the child's parent/named contact in an emergency as soon as possible.

Each Office Manager should attempt to compile a rota so that there is a dedicated person on duty each day in each office