



MICHAELA
KNOWLEDGE IS POWER

Michaela Community School

FIRST AID POLICY

Date of last review:	July 2016	Review period:	1 year
Date of next review:	July 2017	Owner:	K.Ashford

1. Policy Statement

The Headmistress and Board of Governors of Michaela Community School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and Health and Safety at Work Act (1974) and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

2. Legislation and Guidance

The following legislation and guidance has been duly considered, to ensure adequate provision has been made for the provision of first aid in the school:-

- **The Health and Safety at Work Act 1974**
requires the employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc
- **The Management of Health and Safety at Work Regulations 1999**
requires employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc
- **Health and Safety (First Aid) Regulations 1981**
requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
- **The Education (Independent Schools Standards) Regulations 2014**
Part 3 (paragraph 13) Welfare, Health and Safety of Pupils requires that the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.
- **Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013**
Recommends a range of factors to be considered including the size of the school. The first aid needs assessment should consider a range of factors related factors such as: the nature of the work and associated risks such as curricula and special educational needs and/or disabilities; history of accidents and illness; lone working;

travelling; remoteness from main school site; absence of first aiders; provision for non-employees such as visiting parents and volunteers; the number of first aiders required and the type training considered most suitable.

- First Aid in Schools 2014 and Health and Safety Advice on Legal Duties and Powers outline specific additional guidance to which we adhere.
- All staff receive induction training to help them understand their roles and responsibilities induction training must include health and safety issues.

3. 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). First aid can save lives and prevent minor injuries becoming major ones. 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.

4. First Aid Arrangements

- The Headmistress will appoint a First Aid Coordinator.
- The Headmistress will ensure that all staff are aware of the First Aid policy and where to find it, as well as clearly displaying around the school the names of the First Aiders and where they can be found.
- The First aid coordinator will be responsible for reviewing at least annually the school's first aid needs and ensuring there are enough trained staff to meet these needs.
- The First Aid Coordinator will ensure that staff training is kept up to date and arrange for any further training where necessary.
- The First Aid Coordinator will ensure that first aid materials are inspected on a regular basis, not less than once per half term and stocked up.
- Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

- All teaching and administrative staff must be aware of any pupils with conditions that may lead to an emergency situation and what to do in these situations. They will be provided with a card outlining conditions and management and a full list will be displayed in the office and staff room.
- First Aid may only be provided by staff with appropriate training.
- Children may not give any treatment to other children.
- All staff must be aware of the location of first aid kits.
- A fully stocked first aid kit must be taken on school trips. Any inhalers and medication for specific children must also be taken where necessary.
- When children are unwell they will be placed in a quiet area which is close to a toilet, drinking water and is easy to supervise.
- At the direction of a First Aider or senior member of staff, office staff may contact the pupil's parents to collect them early from school.
- All accidents and injuries must be recorded in the school's accident record book, kept in the school office.

5. Emergency Procedures

In emergency situations, where possible, the procedure identified on a child's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the child
2. Dial 999
3. Contact parent/carer
4. Notify Headteacher

The most appropriate member of staff accompanies child to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if witness does not attend. Senior member of staff should attend the hospital to speak to parents if deemed necessary.

6. Hygiene and Infection Control

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.