

DOVE HOUSE SCHOOL ACADEMY TRUST

FIRST AID POLICY

Policy issued March 2016
Approved by Tom Pegler, Headteacher, Annie Benton, Chair of Governors
Signed: Annie Benton and Tom Pegler
Approved at Governing Body on 17 th March 2016 Next Review to be March 2017

The following First Aid Policy should be read and used to assist in identifying and reviewing specific arrangements and responsibilities for first aid and emergency situations at Dove House School and adapted as necessary.

The purpose of this policy is to ensure that there is a plan in place for how first aid and accidents are managed, and to ensure that staff are aware of their responsibilities and all first aid arrangements.

Introduction	
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Policy Statement

Dove House School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and students and to ensure best practice by extending the arrangements as far as is reasonably practicable to visitors and others who may also be affected by our activities.

Overall responsibility for first aid at Dove House School is held by the Headteacher who is the Responsible Manager.

All first aid provision is arranged and managed in accordance with HCC Children’s Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.

- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision. This will be annually as a minimum.
- The First Aid Needs Assessment Form (DHSRP2) will be used to produce the First Aid Needs Assessment for the school.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training	
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The Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

The **minimum legal requirement** is for there to be an appointed person on site at all times during the working day. Our policy follows more than good practice and provides for at least a minimum level of first aid training – this is to attend annually a one day Emergency First Aid at Work training course. Others are trained to a higher level.

Appointed Person(s)

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

At Dove House School there are no appointed persons.

School First Aid Trained Staff

At Dove House School there are 10 school first aid trained staff.

- Matt Bowyer, Vicky Elliott, Julie Thornton, Mehalah Piedot, Claudette Sookool, Griselda Wood, Helen Lee, Karen Hale, Kirsty Dart and Leigh Pearson.

Bespoke training for school staff is to assist the school in meeting its own duty of care towards its students. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to students; and/or
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to students.

Emergency First Aiders (Those completing the HSE approved 1-day emergency first aid course)

At Dove House School there are 0 emergency first aiders.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. to take charge of first aid arrangements including looking after equipment and calling emergency services).

Qualified First Aiders (Those completing the HSE approved 3-day first aid course)

At Dove House School there are 4 qualified first aiders who are as follows:

- Jane Brookfield, Becky Wilson, Anthony Julian and Nikki Read.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school for students and staff. There may also be other duties and responsibilities which are identified and delegated to the emergency first aiders (eg. first aid kit inspections).

First Aid Provision	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 10 first aid kits on the premises
 - These first aid kits will be situated at see attached list (Locations of First Aid Kits - BS).
- 3 travel first aid kits in vehicles
 - These travel first aid kits will be located in blue, red and white buses Reg No's GK52TGY / GF56XHX / GN63 WXV.
- 2 travel first aid kits in medical rucksacks
 - These travel first aid kits are located in the administration office for off-site visits.
- 1 first aid kit in the medical cupboard
 - This first aid kit is assigned for fire evacuation.

It is the responsibility of the Site Manager (BS) to check the contents of all first aid kits every 3 months and record findings on the First Aid Kit Checklist (DHSRP2A). Completed checklists are to be stored in the Site manager's Health & Safety file.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Admin Offices are designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- Chair(s), running water, first aid kit, telephone.

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury.
- In the event of any significant head injury.

- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture or where this is suspected.
- Whenever the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.
- Whenever the injured student has a medical condition (detailed in their pupil record/SIMS) such as severe asthma, anaphylactic shock etc.

In the event of an accident involving a student it is our policy to always notify parents of their child's accident if it:

- is considered to be more than a minor injury.
- requires first aid treatment.
- requires attendance at hospital.

Our procedure for notifying parents will be to use all telephone numbers available to contact them by voice or text and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents as far as possible every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the student until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the first aider/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records	
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All accidents requiring first aid treatment are to be recorded in the school accident report log in accordance with arrangements set out under Accident/Incident Reporting & Investigation in the School's Health & Safety Policy:

- Name of injured person.
- Name of the first aider (who should complete the Form).
- Date and Time of the accident.
- Type of accident.
- Treatment provided and action taken.