



# First Aid Policy

## 1. Policy Statement

Sandwell Valley School and Sandwell Community Care Trust Training will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

## 2. Aims

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all time when people are on School premises, and also off the premises whilst on School trips

## 3. Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR]

## 4. Medical Facilities

The School is required by the Independent Schools Standards Regulations to ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of students.

The School's nominated accommodation is the First Aid Room.

## 5. Accident Procedure

5.1 An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.

5.2 Small cuts and grazes

- a) Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes. This enables the lesson to continue with the minimum disturbance to the teacher or class.

However, the student must attend the Medical Room at the end of the lesson to have his or her cut or graze checked by FA. Students who sustain an injury of this type at School outside lessons should be told to report directly to a FA.

5.3 Serious Injuries are any injuries that may require a qualified First Aider or medical attention

- a) Send a messenger to Reception to request an ambulance if the need is obvious. If possible, the person with the casualty should call an ambulance [e.g. via mobile phone] as the Ambulance control will want full details of the casualty's condition]; dispatch another to meet the ambulance and direct it to the incident.
- b) For lesser emergencies send a message to Reception and ask for a FA to be summoned immediately or and contact the emergency services
- c) Stay with the casualty while waiting for assistance.

5.4 Accident Report Forms must be completed for all injuries by the person who dealt with the injury.

## 6. **Illness**

Any student feeling unwell should be sent to the First Aid Room accompanied by another student who should be told to return as soon as the student is received by the FA.

Any student having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch the FA.

## 7. **First Aid Training and Qualifications**

There will, at all times when students are at School, be at least one person on site qualified to a minimum level of Appointed Person.

A First Aider is defined as a person who has successfully completed a suitably approved 1 day or 3-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter period where required for specialist qualifications.

## 8. **Off Site Visits**

The first aid requirements specific to off site visits are to be found in the Off Site Visits Policy.

## 9. **First Aid Kit Provision**

First aid kits are available at the following locations:

- the First Aid Room
- Kitchen

## 10. **Students' Medical Condition**

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by reception. Copies of this list are kept at Reception

Risk Assessments are prepared for students with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy.

## 11. Hygiene/Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids and disposed of with dressing, etc in the medical waste bin provided in the First Aid Room. Where possible, staff should wash their hands before dealing with any first aid issues.

## 12. Responsibilities

Included within the responsibilities of the appointed First Aider are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons
- To check the contents of first aid kits each term and re-stock as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention and any necessary reporting under RIDDOR/Ofsted.

## 13. Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the School Nurse or a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a student to hospital, a member of staff will accompany the student to hospital and remain with them until the parents can take over responsibility.

## 14. Accident Recording

An Accident Report Form is completed for each incident, generally by a person witnessing the events. If not generated by reception, the Report Form and filed away.

## 15. Informing Parents

Where the incident has required the issue of medication, or dressings which will need review after School, Reception will provide the student with a note to take home.

The parents will be telephoned in the event of any head injury, if an ambulance is called.

### Qualified First Aiders

Jennifer Hall  
Claire Geddes  
Mim Hall

**Date: September 2018**

**Review Date: September 2019**