An Daras Multi-Academy Trust

Windmill Hill Academy

First Aid Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Version	v1.0
Statutory	Yes
Adopted v1.0	**Spring Term 2020**
Review v1.0	
Next Review	**Summer Term 2022**
Advisory Committee	ADMAT Working Party LGAB
Linked Documents and Policies	WHA Emergency Closure Plan WHA Allergens Policy ADMAT Health and Safety Policy ADMAT Educational Visits SOP CC Off-site visits and outdoor Policy ADMAT Managing Medicines Policy

An Daras Multi Academy Trust

First Aid Policy

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, 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 school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

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 school.

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 school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers
- Current medical needs of staff and pupils.

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.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Appointed/Named 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

4. Procedures

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

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice.

Where a child is involved, parents will be contacted.

- 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 First Aiders At Work (A Bassett/H Rutherford/A Mason)
- If a first aid kit is poorly stocked, this should be reported to First Aiders At Work (A Mason)
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing First Aiders At Work (A Mason) when it is poorly stocked.

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book.

6. Children with Medical Needs

A list of children who have medical conditions, allergies, auto injectors, inhalers or who have diabetes will be displayed in the staffroom. Class information will be held in the classroom. The location of each child's auto injector or inhaler will appear alongside the child's name.

7. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course. At least one member of staff will attend the two day pediatric first aid course. The Executive Headteacher teacher will attend a managing allergens training course. A rolling programme of training will be established to ensure there is always a qualified first aider on site.

8. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. 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 on staff notice boards.

First Aid boxes can be found in the following areas:

Office
By the Staffroom/opposite the Year 4 Classroom
By the Year 5 Classroom
Opposite the Year 1 Classroom
In the Year F cloakroom
First Aid Kits for Trips are hung up on the pegs opposite the Year 4 Classroom

Monitoring
This policy will be monitored regularly by the Local Governing Advisory Body.

Agreed and adopted by the Local Governing Body – **Spring Term 2020**

Next review – **Summer Term 2022**