

School for Inspiring Talents

Policy Focus	First Aid Policy
Policy Date & Version	16th August 2017 v4
Date Directors Approved	17th August 2017
Review Date(s)	July 2018
Owner/Lead	Executive Principal

School Aim

Our overall goal is to enable young people to 'be the best they can be' and to reach it we will use concepts and best practice in learning, neuroscience, emotional well-being, child development and coaching.

Our aims are to :

- *Meet the previously unmet needs of young people and enable learning and employment.*
- *Provide positive interventions into barriers to learning and negative family or intergenerational life cycles.*
- *Contribute to community and social change.*
- *Reduce costs to society in terms of both social and economic benefits.*

Statement of Intent for this Policy

SfIT will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities. Responsibility for first aid at SfIT is held by the Principal who is the responsible manager.

All first aid provision is arranged and managed in accordance with the 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.

Contents

1.	Aims/Objectives Of This Policy
2.	Statutory/Strategic Basis
3.	What Does This Mean We Do In Practice?
4.	Implications For Staff
5.	Implications For Students
6.	Implications For Directors
7.	Resources Relevant To This Policy
8.	Monitoring : Compliance/Consistency/Impact
9.	Relevant Data Sets/Metrics
10.	Other Comments

Section 1

Aims/Objectives Of This Policy

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
- o 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
- 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

Section 2

Statutory/Strategic Basis

The Health and Safety (First Aid) Regulations 1981

Section 3

Procedures & Protocols: What does this Mean we do In Practice?

The schools named first aiders are Christopher Logan, Tess Cunningham, Lucy Begam and Paul. 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 judgment as to whether there is a requirement to call an ambulance.

The first aider/appointed person 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
- An epi pen/anapen has been used
- The child has specific medical needs known to the school
- A first seizure
- A nose bleed lasting more than 30 minutes
- Prolonged Asthma which is not relieved by prescribed medication
- Choking / following abdominal thrusts

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

- Is considered to be a serious (or more than minor) injury
- Requires first aid treatment
- Requires attendance at hospital
- The child has specific medical needs known to the school

Our procedure for notifying parents will be to use all telephone numbers available to contact them 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 every hour.

In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child 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 qualified first aider/appointed person/another member of staff will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and they should take care when dealing with blood or other body fluids and disposing of dressings or equipment. (Please refer to OCE23, which can be obtained from the SfIT office).

SfIT has a designated first aid room for treatment, sickness and the administering of first aid. These areas provide the following facilities:

- First aid kit, telephone, pupil emergency contact details, chair, sink

Section 4

Implications For Staff

The staff will support the Executive Principal and Directors and will be responsible for the implementation and operation of the school's First Aid policy and in helping other members of staff, students and visitors to comply with its regulations. As part of their induction all staff will be required to undertake first aid training.

Section 5

Implications For Pupils/Students

1. To assist in this all students must be aware of their own and others personal safety, and in any of the school's activities, both on and off site.
2. Students will be coached in the relevant aspects of the school first aid policy and what to do in case of an emergency.
3. The PSHE curriculum will cover relevant aspects of first aid.

Section 6

Implications For Directors

1. The Board of Directors (BoD), through the Principal, will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant first aid matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
2. The BoD will be responsible for reviewing the first aid policy.

Section 7**Resources Relevant To This Policy**

- Guidance on First Aid for Schools DfE
- Health & Safety at Work Act 1974
- St Johns, Developing Skills Saving Lives
- Safeguarding Policy
- OCE 23 Cleaning up body fluids

Section 8**Monitoring: Compliance/Consistency/Impact**

It is the responsibility of the appointed persons to check the contents of all first aid kits every two months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety file in the section of First Aid. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

Section 9**Relevant Data Sets/Metrics**

Administration of Medicines Sheet

Section 10**Other Comments**

Report to the Health and Safety Executive for serious head injuries and fatalities.