

Giving young people hope and future



FIRST AID POLICY

NEWBURY SCHOOL

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FIRST AID POLICY

This policy is drawn from:

- **Health and Safety (First Aid) Regulations 1981.**
- **Department of Health Guidance on Infection Control in Schools and Nurseries.**
- **The Education (School Premises) Regulations 2012.**
- **The Controlled Waste Regulations 2012.**
- **The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).**
- **Health and Safety at Work Act 1974.**
- **Data Protection Act 2018.**

The purpose of this policy is to set out clearly the procedures for administering first aid within Newbury Independent School.

The Board of Governors and Management at Newbury Independent School understand our responsibility to make "adequate and appropriate" provisions of First Aid for employees and pupils for the time they are at the school.

Newbury Independent School has a designated First Aid room, which contains a First Aid kit, hand sanitiser and facemasks along with paper towels, appropriate waste disposal facilities, blankets and a bed as well as appropriate record keeping facilities. Available if required is safe drinking water along with disposable cups.

In Unit 4 the first aid station is in the main office, once the medical matter is tended to the student is to be escorted, if well enough, to the Unit 7 First Aid Room for further treatment. If not, an ambulance should be called.

Members of staff will be provided first aid training, with a view to ensure that a major proportion of staff members are qualified to deliver First Aid at any one time.

Training is renewed every 3 years unless the original training delivered was Emergency First Aid in which case training will be renewed every year. A record of training is kept for all staff members in the reception office. First Aiders are expected to ensure that all First Aid boxes are kept adequately supplied and that all equipment and supplies are in date.

Newbury Independent School will ensure that at least one member of staff is First Aid trained on the educational visit and the risk assessment for each event will identify First Aid posts.

In the case of minor injuries, the First Aider should attend to the injured person and if possible, treat the injury in the First Aid Room.

A First Aider should not be alone with a learner in the First Aid Room. Any examination of the injuries to the pupils must be carried out by the First Aider in the presence of another member of staff.

The accident should be logged in the Accident Report Book and parents notified about the injury.

In the case of a serious injury the First Aider should be called to tend to the injured person and an ambulance called immediately. Head Teacher should be notified immediately so that, if necessary, they can inform the HSE, and the necessary investigations can take place. The accident should be recorded in the Accidents Report Book there are separate ones for students and staff.

First Aiders must always undertake a risk assessment before attending to the injured person/persons and should not endanger themselves whilst attending an incident.

First Aiders may encounter body fluids (blood, vomit, urine) and should necessary precautions such as using protective equipment such as disposable gloves to prevent transmission of diseases such as HIV or Hepatitis C.

First Aiders should also ensure that any First Aid waste is disposed of safely and in accordance with the regulations.

Although physical contact will be needed for the role of First Aider, excessive, gratuitous physical contact will not be tolerated and may be investigated as a child protection issue (see safeguarding & child protection policy).

Pupils who begin to feel unwell during the school day should be sent to the office if unable to participate in class activities. The Principle First Aider will look after them and decide whether parents need to be informed or be asked to collect them from school. Appendix A outlines the Accident/Injury Flowchart.

Possession and use of medication within school premises:

Students are not permitted to bring or use any medication within the school premises without a clear and valid prescription from a qualified GP. Any medicines brought to the school must be labelled and in its original packaging accompanied by parental consent. The medicine must be kept in the school office and handed over (not administered) to the student at the time requested by the parent. This is to prevent possession and use of banned/illegal substances by students at any time, particularly within the school premises. We have a zero-tolerance policy and the school management takes possession and use of illegal substances extremely seriously and if any student is found contravening these guidelines, their parents will be contacted and a warning issued even if the medicines in their possession were prescribed by a GP.

Allergies or other long-term conditions:

All learners are required to complete a medical form before commencing the programme so that the school is aware and for general risk assessment as well as for various events associated with their chosen programme of study. The Health and Safety Committee and staff will review the First Aid policy on an annual basis and make recommendation, where appropriate, to the Board of Governors for changes to the school's policy.