



**Draycott Moor College**

**First Aid**

**POLICY**

**Policy Number:**  
**Date of Issue:** December 2017  
**Date Reviewed:** December 2018  
**Frequency & Date of** 12 Months  
**Next Review:** December 2019

# FIRST AID POLICY

## INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to students, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

## AIMS

- To identify the first aid needs of the School in line with the management of the Health and Safety at Work regulations.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on visits.

## OBJECTIVES

- To appoint an appropriate, suitably trained First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff, parents and carers of the School's First Aid arrangements.
- To keep accident records.

## PERSONNEL

The School will ensure that the appointments, training and resources for First Aiders are appropriate and in place.

. The Head Teacher should ensure that the policy and information on the College's arrangements for First Aid are made available to all stakeholders.

**All staff** are expected to do all they can to secure the welfare of the students.

**The appointed people**, who are First Aiders, should have undertaken emergency First Aid and they will:

- Take charge when someone is injured or becomes ill;
- Look after the First Aid equipment; replacing what has been used
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

## PROCEDURES

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the H&S officer. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Head Teacher.

- The School will ensure that staff are informed about the School's First Aid arrangements, giving the location of equipment, facilities and First Aid personnel. This will appear on notices in shared locations, including the staffroom wall, as well as in the staff handbook.
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake one-day emergency First Aid training.
- The School will ensure that the appropriate number of First Aid containers are available and will all be marked with a white cross on a green background.

## **REPORTING ACCIDENTS**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE. The School will keep a record of any incidents. This must include: the date, time and place, personal details of those involved, and a brief description of the nature of the incident. The Accident Recording Book is kept in the staff room. Any reportable incidents should be referred to the School's H&S officer.

**H&S Champion:                    Mr L Stanford**

**Medical Room:                    Between Science room and caretakers room**

**Additional Trained First Aiders: Lists in teaching areas, front entrance, school office and nurture base**