

Woolton High School First Aid Policy 2018-19

The first aid policy at Woolton High School is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and not doctors or nurses.

In the event of an accident all members of the school community should be aware of their responsibilities and the support/resources available.

The purpose of this policy is therefore to:

- Provide effective, safe first aid cover for staff, students and visitors
- Ensure that staff and students are aware of the system in place
- Allocate responsibilities to ensure clarity

Please note that the term first aider refers to those members of staff who are in possession of a valid First Aid at Work certificate or equivalent.

First aiders will:

- Ensure their qualification is up to date
- Ensure that first aid cover is available throughout the schools working hours including off site activities where appropriate
- Attend to anyone requiring first aid to the best of their ability and in the safest manner possible
- Help and support others first aiders to manage an incident and its aftermath
- Use appropriate PPE
- Ensure that their portable first aid kit is stocked and available when required
- Ensure that anyone sustaining a significant head injury is sent to hospital
- Ensure that parents/carers are informed of any minor head injury
- Ensure that records are maintained and forwarded where appropriate
- Ensure that any waste is removed safely and disposed of appropriately and that the environment is left clean and hygienic

The Governing Body will:

- Delegate the responsibility for ensuring first aid provision is appropriate to the needs of the school and its activities to the Senior Management Team of the school

The Senior Management Team will:

- Provide adequate first aid provision in the work place
- Ensure all new staff are made aware of the school's first aid procedures
- Monitor and respond to all matters relating to the Health and Safety of all individuals on the school premises in conjunction with the site manager

The SENCo will:

- Provide all staff via the AEN register with a list of all pupils with medical needs i.e. asthma/diabetes/epilepsy etc

All staff will:

- In the event of an injury needing treatment refer pupils to a first aider
- Familiarise themselves with who the first aiders are and the first aid procedure
- Familiarise pupils with the first aid procedure
- Be aware of the specific medical needs of pupils in their care
- Not move a casualty unless in immediate danger until assessed by a first aider
- Send for help (and inform reception as soon as possible if the need for medical support is deemed likely) detailing their location
- Reassure but not treat a casualty unless in possession of a valid first aid certificate or know the correct procedures. Emergency aid can clearly be given if needed
- Accompany a pupil with minor injuries to the nearest first aider or reception if they are able to walk
- Manage the needs of a pupil feeling generally unwell under the usual school system unless their deterioration is rapid or cause for concern
- Ensure that they are aware of the medical needs of any pupil whom they accompany off-site and ensure they have any relevant medication with them including off site activities
- Be aware of their own personal safety

Office staff will:

- Call for a first aider unless one themselves giving the location to attend
- Support first aiders as requested including calling the emergency services
- Contact family members if required
- Ensure that medical consent forms are up to date and on file for all pupils
- Administer homely medication only in line with the schools policy on the administration of medication
- Record any action

Should a pupil be taken to hospital by ambulance the first aider should:

- Ensure that the pupil is accompanied or followed by an adult (not necessarily themselves)
- Ensure that parents/carers are contacted and requested to attend the named hospital
- Communicate with the Senior Management Team to report the incident and ensure any staff absence is covered

This policy was ratified in July 2018

This policy will be reviewed in September 2019