

# FIRST AID & MEDICINES POLICY

## Austwick CE (VA) Primary School

### 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business 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 working 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 which first aid facilities and personnel are necessary to meet the needs of our business.

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 the school.
- Building layout.
- Past history of accidents.
- Proximity of business location to emergency medical services.
- Needs of traveling and/or lone workers.
- First aid cover in times of sickness or annual leave.

### 3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. It is our policy that all teaching staff will be trained to emergency first aid level. 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.

Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill.
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary by informing **Mrs Wright** if items are required.

**First Aid at Work trained staff are:-**

**Mrs Allen**

**Paediatric First Aid trained staff are:-**

**Mrs Parker**

**Mrs Davidson**

**Mrs Karen Bentley**

**Mr Andrew Bode**

**Mrs Ruthie Woodhouse**

**Mrs Rogers**

**Miss Brookes**

**Mrs Rouse**

**Mrs Dinnen**

**Miss Pedley**

**Mrs Booth**

**Emergency First Aid trained staff are:-**

**Miss Brookes**

**Mrs Davidson**

**Mrs Parker**

**Mrs Bentley**

**Mr Bode**

**Miss Pedley**

**Mrs Dinnen**

**Mrs Rogers**

**Mrs Booth**

## **4. Procedures**

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

Minor first aid incidents will be treated by emergency first aid staff. All non minor incidents must be treated by the first aid at work trained staff.

- if you are aware that an employee/Pupil has been taken ill, or has had an accident, contact **a member of staff as listed above.** for assistance.

Emergency First Aiders are: - **See above list**

- No employee should use their private car to transport a casualty to hospital.
- A member of staff will accompany the sick or injured to hospital and remain until a family member, parent or guardian attends.
- 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 **Mrs Wright**
- if a first aid kit is poorly stocked, this should be reported to **Mrs Wright**
- All coaches and minibuses are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

## 5. Dealing with Visitors

- It is our policy to offer first aid assistance to visitors to 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 **Miss Brookes** are responsible for ensuring that an entry is made in the accident book/form and ensuring ARF1 forms are sent to County Hall if appropriate.

## 6. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first-aider will attend an approved Health & Safety Executive course and any appointed persons will attend a basic four-hour course.

Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

All staff are required to follow DFE guidance with regards to the dispensing and storing of medication. This guidance can be found in the staff handbook given to each staff member as part of the school induction process. A copy of DFE guidance can be found in the school office or as an addendum to this policy.

Medication will be dispensed by:-

- **Any member of staff with First Aid training**

Epi pen trained staff are: - **all teachers and TAs in school**

## **7. 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.

This and further information is also included in our staff handbook. Information on the current first-aider/appointed person will be provided on notices outside the staff room

First aid boxes can be found in the following areas: **Outside the staff room/ EYFS setting**

**Signed.....**

**Date November 2019**

**Review Date: November 2022**