



***The Beeches Independent
Special School***

First Aid Policy

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'(The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Ensure a duty on the directors and Head of Education to approve, implement and review the First Aid policy;
- Report and record accidents using relevant form to the senior management.
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review when needed.
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Ensure that all staff receive first aid training within 6 months of taking position,
- Notify parent/guardian that first aid treatment was given to the child.
- Training will be given to incorporate specific illness or disabilities such as Epilepsy awareness, this will depend on the needs of the young people in the school.

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

Travel first aid cases are kept in the school office

First aid case is kept in the first aid room at 218 Dogsthorpe Road,

First aid case is kept in the kitchen at 301 Dogsthorpe Road

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra large wound dressings
- 1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by *teaching staff on a regular basis, a check list will be completed.*

The School First Aider(s) are:

Kathryn Black

Emma Sutter

Barry Hopkins

Sarah Jayne Podd

Katie Webb

Kerry Boon

Tracey Compton

Off site activities will be supervised by a member of staff who has complete the first aid training.

Information on First Aid Arrangements

The Head of Education will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Principal will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;

- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

Transport to hospital or home

The Staff member in charge of the activity will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Lead staff member may decide to transport the pupil to the hospital.

Where the Head of Education makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used, where the documentation has been seen by the school.
- School vehicles can be used if available.
- No individual member of staff will be alone with the pupil in a vehicle, if the pupil is ill or injured.
- A second member of staff will be present to provide supervision of the injured pupil.

This policy will be updated annually or when a change occurs.

Written by Kathryn Black, Head of Education.

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