



Scott College First Aid Policy

Introduction

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. 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:-

- Place a duty on the Headteacher and Local Governing Board to approve, implement and review the First Aid policy
- Place individual duties on all employees
- Report and record accidents using relevant form to the Trust and LA HSE representative for reportable incidents
- Record all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to provide First Aid treatment
- Arrange to provide First Aid training to employees, maintain records of training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and any additional requirements, for instance specialised training for children with particular medical needs
- Notify parent/guardian that first aid treatment was given to the student.

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:-

- Medical Room
- Reception

- First floor staff room
- Minibus

The contents of the Kits will be checked on a regular basis by designated lead first aider.

The School First Aider(s) is/are Sherri Mann, Seb Broomfield.

Before undertaking any off site activities the level of first aid provision will be assessed by the Headteacher and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Headteacher 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 Headteacher will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications
- Their room number or extension number
- 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 Student'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 Headteacher 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 student's parent or guardian will be notified. If hospital treatment is required, then the student'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 Headteacher may decide to transport the Student to the hospital.

Where the Headteacher makes arrangements for transporting a young person then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.