

NORFOLK HOUSE SCHOOL: First Aid Policy

General

Norfolk House School is required under the Health and Safety at Work Act 1974 to have a First Aid policy. This policy is in line with the Local Authority's generic policy, and contains the policies and procedures to be used in this school.

Aim

- to ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and
- to ensure that the First Aid arrangements are based on a risk assessment of the school.

Responsibilities

The Headmaster is responsible for the overall provision in Norfolk House School.

Internal Management

The school will appoint a person to be in charge of First Aid provision (this is Sile Milligan, the Headmaster's PA), who will:

- ensure that the First Aid provision is adequate and appropriate;
- carries out appropriate risk assessments in liaison with the Headmaster;
- ensures that the number of First Aiders/appointed persons meets the assessed need;
- ensures that the equipment and facilities are fit for purpose; and
- regularly keeps the Headmaster informed of the implementation of the policy;

Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

Duties of a First Aider

They must:

- complete an approved First Aid training course;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

Both First Aiders and appointed persons will be expected to follow any LA or government guidance. Appointed persons have all received high level paediatric first aid training. All other full time staff have received a basic first aid course.

Appointed First Aid Persons: Miss F Joyce; Miss L Wentworth; Ms S Milligan; Mrs N Gouws.

Other Staff

They are not appointed persons, although they should:

- take charge when someone is ill or injured;
- look after the First Aid equipment; and
- ensure that medical help is called when necessary.

They should NOT give high level first aid treatment.

The school, however, ensures that they are trained in coping with emergencies and basic first aid situations. The training includes:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty; and
- first aid for the wounded or bleeding.

Number and Location of First Aid Containers

The minimum first aid provision is:

- a suitably stocked first aid container;
- an appointed person in charge of first aid;
- information for employees on first aid arrangements;
- arrangements for off-site activities; and
- out-of-school hours provision

There is a first aid contained on each floor of the school. KS1 classrooms all have a first aid kit. There are two amply stocked first aid kits for off site visits and sports fixtures.

Risk Assessments

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

Insurance

The Headmaster must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Training

The school will provide adequate and appropriate training for First Aid and appropriate information for all staff to enable them to carry out their duty of care.

The Headmamster will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

Guidance

National guidance is provided in the government's document 'First Aid in Schools'.

Equal Opportunities

The school will take particular care with the First Aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made in liaison with the Headmaster.

Monitoring and Review

The Headmaster will review the First Aid needs and arrangements annually, and will ensure that the appropriate level of First Aiders/appointed persons are in post, and that the appropriate standard is met.

Medical Consent

Parents are asked to complete an annual Medical Consent Form. Further details can be obtained from the parent handbook.

Review: September 2010

Appendix A

Number of First Aid Personnel

There are no rules on exact numbers. The school will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The school will have regard to any advice from the LA.

The Health and Safety Commission (HSC) recommends:

- in low risk places including normally schools – 1 First Aider to every 50 to 100 employees
- In a medium risk place, which might include some special needs and specialist engineering schools/colleges - 1 First Aider for every 50 employees.

The school will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

Wherever practicable the school will train lunchtime supervisors in First Aid.

Appendix B

First Aid Boxes

The First Aid boxes will be located as agreed by the Headmaster. There is currently a first aid box on each floor with spare boxes for off-site visits and sports fixtures. Some classrooms of younger pupils have a first aid box in their room.

All staff should know where the First Aid boxes are kept.

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

The school requires the following items to be in the box as a minimum:

- Guidance card
- Individually wrapped sterile adhesive dressings
- Sterile eye pads, with attachment
- Triangular bandages
- Sterile coverings for serious wounds (where applicable)
- Safety pins
- Medium size, sterile unmedicated dressings
- Large, sterile unmedicated dressings
- Extra large, sterile unmedicated dressings.

The person in charge of First Aid will determine whether there should be more than the minimum items.