



# FIRST AID POLICY

<b>Policy Number</b>	
<b>Reviewed</b>	<b>February 2020</b>
<b>Review Date</b>	<b>February 2021</b>
<b>Owner</b>	<b>Andy Lomax</b>

It is the policy of Reddish Hall School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within Reddish Hall School.

First aid provision is available at all times while people are on the school premises. Whilst off of the premises, on school visits, staff who attend outdoor activities are also trained as First Aiders.

Reddish Hall School exceeds the minimum first aid provision suggested in the DfE "Guidance on First Aid for Schools".

The school provides suitably stocked first aid containers, kept in the following locations:

- **Medical room**
- Kitchen
- Horticulture
- Science laboratory
- All minibuses and cars
- A burns treatment kit is held in school
- Main reception
- All primary classrooms
- Food Tech room

Before undertaking any off-site activities first aid provision is considered.

All first aid containers are marked with a white cross on a green background.

At Reddish Hall School there is always a qualified First Aider on-site to take charge when someone is injured or becomes ill.

They will decide whether further medical treatment is advisable. Instances such as serious head injuries, deep lacerations requiring stitches or glue, potential broken bones, serious burns, foreign objects in the eye would always require Emergency Department treatment.

Instances such as heart attacks, choking, serious broken bones, prolonged asthma attacks, prolonged epileptic fits, diabetic coma, or suspected, would always require a 999 emergency call.

Contact will be made with the pupil's parent/guardian to inform them of the situation and whether the pupil has been taken to hospital. Every endeavour will be made to get the parent/guardian to the same hospital as the pupil.

A designated member of staff looks after the first aid containers and equipment and is responsible for re-stocking on a regular basis.

First Aiders have emergency first aid training. The Headteacher carries the responsibility for informing the school community of the first aid arrangements.

Details of who first aid personnel are, and where they are to be found are displayed prominently. Staff and pupils are made aware of this information.

Staff take precautions to avoid infections and follow rigorous hygiene procedures. They have access to single-use disposable gloves and hand washing facilities, and take great care when dealing with blood or body fluids and disposing of dressings or equipment. In the medical room there is a suitable disposal unit for all soiled dressings, used gloves and other medical waste. There are appropriate body spill granules to absorb any bodily fluids.

Whenever pupils are off-site engaging in adventurous activities a First Aider accompanies the group.

Reddish Hall School has a procedure which records all accidents, and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Executive and Acorn Education and Care.

The school records any first aid treatment given on-site and retains these records for inspection in the statutory accident book. Emergency contact numbers, and consent for medical treatment are obtained for all pupils. Parents are informed of significant incidents in writing.

First aid arrangements are the subject of regular and systematic checks.

The "Medical File" in the SLT contains details of any medical conditions associated with Reddish Hall pupils including information in relation to all medication that is kept on site.