

Appendix B – first aid policy

This appendix draws on information in the First Aid section of the Essex Schools Infolink Health and Safety A–Z of Managing Risk pages, and should be read in conjunction with other related policies including: *Accident, injury and incident policy*, *Emergency procedures* and *Medical administration and treatment policy*.

Appointed persons for first aid

The head teacher (or nominated deputy), care manager and duty caretaker are the persons appointed to take charge of the situation in an emergency. They are also the persons appointed to authorise the calling of an ambulance. An appointed person must be on the premises at all times the school is open.

It is the responsibility of the head teacher to ensure that all appointed persons refer to the online First Aid guidance and to ensure that they have been made aware of their duty to follow the guidance therein.

Please note that the policy on appointed persons is different for an off-site activity. The *Off-site policy* must be followed in these circumstances.

First aiders

At Woodcroft only the care manager and currently certified first aiders are qualified and authorised to administer first aid. There is a list of first aiders displayed in each class and in the school office. It is the responsibility of the care manager to ensure that first aid training is updated every three years and that the lists are kept up to date.

It is the responsibility of the head teacher to ensure that all first aiders refer to the online First Aid guidance and to ensure that they have been made aware of their duty to follow the guidance therein.

First aid boxes

There are first aid boxes in each classroom, in the school office, in the kitchen area of the house and in each school vehicle. It is the responsibility of the care manager to check these boxes at least termly and to ensure the contents are kept up to date. First aid boxes are marked with a white cross on a green background.

General guidance for staff

- If a serious accident or asthma attack occurs, the person should not be moved until the care manager, head teacher (or nominated deputy) or duty caretaker arrives. In the case of a seizure, appropriate action should be taken according to staff first aid training while an appointed person is called. All major decisions concerning pupils and staff will be made by the head teacher (or nominated deputy), care manager or duty caretaker.
- Plastic gloves must be worn (available from the first aid boxes and every bathroom) when handling a pupil who is bleeding or attending to any personal hygiene matter. These gloves should be changed between each use with an individual and each activity. They should be disposed of after use. Hands should be washed thoroughly between procedures whether gloves are worn or not.
- Emergency medical information is kept in the school office and must accompany a pupil if sent to hospital. The care manager is responsible for updating this information.
- Plasters should only be used when permission has been obtained from a pupil's parents. This information is obtained during the school admission process.
- Every accident to any person on Woodcroft property or during an off-site activity must be recorded as soon as possible in the *Accident and injury books* which are kept in all classrooms.
- If a member of staff or pupil incurs an accident that results in a deep cut or wound the individual's GP should be consulted regarding the need for a Tetanus injection.