



St. Mary's CE Infant School

First Aid Policy

1. Statement of Intent

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this statement has been drawn up to give details of the first aid arrangements which have been made in the school.

2. Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

3. First Aid Arrangements

3.1 Trained and qualified first aiders

- a) Trained and qualified first aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.
- b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.
- c) The duties of the trained and qualified first aiders are to:
 - i) assess the situation where there is an injured or ill person
 - ii) give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention
 - iii) arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help
 - iv) ensure that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use also the items are not used after the expiry date which is shown on the packets
 - v) complete the Accident Report Book
- d) The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid.
- e) The names of the trained and qualified first aiders are displayed in the school office.

3.2 First Aid Boxes, Travelling First Aid Kits and other Supplementary Equipment

The location of first aid boxes and travelling first aid kits are as follows:

a) First Aid Boxes on site can be found

- in the cloak room between Yr 1 and Yr 2 classrooms
- in the School Office.
- in the Year 2 cloakroom
- in the reception classroom

b) A small first aid kit of essential first aid items is kept in the aprons of all lunch time and playground supervisors.

c) First Aid Kits for off site visits are available from the School Office.

3.3 School Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned. Travelling first aid kits will be provided for all school visits and are available from the School Office. First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

3.4 Out of Hours use of School Premises

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use.

The nearest doctor

The nearest doctor to the school is at the Windrush Health Centre: Tel 01993 702911 or Nuffield Health Centre: 01993 703641.

The nearest hospital

The nearest hospital to the school is Witney Community Hospital and Minor Injuries Unit 01993 209400