

FIRST AID AND MEDICINES PROCEDURES

Seamer and Irton Community Primary School

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. First aid provision must be available while people are on school premises. It must also be available when staff and pupils are working elsewhere on school activities including any off-site activity such as educational visits.

This procedure should be read in conjunction with the Health and Safety Policy and NYC Guidance for Supporting Children and Young People with Medical Conditions in Schools.

Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. A First Aid Provision risk assessment is undertaken in order to determine what first aid facilities and personnel are necessary to meet the needs of our business and is reviewed periodically to ensure that the current provision is adequate.

Seamer and Irton CP School have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR.

Responsibilities of First Aid Personnel

Giving First Aid: If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other qualified persons if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

Medical support: When a first aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if they think it is necessary, an ambulance will be called. Employees should not use their private car to transport a casualty to hospital unless it is necessary. If an ambulance is not required. Where appropriate next of kin will be contacted.

Spillages of body fluids: Spillages of blood, vomit, urine and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn and the waste be cleared appropriately.

Records: The accident should be recorded in the accident book which can be found in the school office when a first aider provides assistance to a casualty, including when the problem was illness rather than accident. Minor head bumps with no visible mark or signs of concussion are reported to parents via ScholarPack parent app/SMS. Head bumps with visible marks and where the child is showing signs of discomfort/concussion parents will be informed by telephone. Where injuries are deemed more serious, a member of staff will call 999.

As well as the usual details of the accident, the name of the person giving first aid and summary details of the treatment given should be recorded.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that any First Aider at Work will attend a three-day (18 hours) course, any Emergency First Aider at Work will attend a basic one-day (6 hours) course and any Paediatric First Aider at Work will attend a two-day (12 hours) course. First aid certificates are usually valid for 3 years. Employers should arrange retraining before certificates expire.

Signed:	R Webb
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