

The Roaches Farm Schools Network

First Aid Policy

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. This includes Care Today Children's Services company policy to train all staff in one day first aid. We will endeavour to train new staff within a six week timeframe however our children will always be served by at least one first aid trained staff member responsible for their supervision at all times of the day.

Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to the Headteacher / Manager of the school and home.
- All staff on visits out of school are expected to carry a first aid kit with them at all times.

Dealing with Visitors

- It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should offer assistance.
- If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Children with Medical Needs

A list of children who have epi-pens, inhalers or who have diabetes will be attached to the inside of each classroom stock room door. The location of each child's epi-pen or inhaler will appear alongside the child's name.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. All staff will undertake a one day course.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

First Aid boxes can be found in the following areas:

Office and all classrooms.

Responsibility for replenishment of first aid kits is carried by the registered care manager of the children's home that the school is attached to; who will ensure the replenishment cycle for the school carries that of the home.

Implementation June 2016

To be reviewed annually - Reviewed July 2021