



Glebedale School

First Aid Policy

At Glebedale School 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. All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course. All staff complete Emergency First Aid at Work (EFAW) and the school also has additional staff who hold First Aid at Work (3 Day) certification. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out review in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our review has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

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.

Appointed persons are responsible for:-

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are restocked when necessary.

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 if appropriate call 999 or 111 for advice.

If a child is unwell at school their parent/carer will be informed and a decision made as to whether they remain in school, return home or attend hospital. It may be the pupil spends time in the medical room and can return to class. If the parents cannot be reached the school will make the decision.

If you need to access a first aid kit ensure it is returned to the designated place and report to the school administrator if any supplies need replacing.

All staff on visits out of school are expected to carry a first aid kit with them.

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 call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made on Info Exchange.

Children with Medical Needs and Prescribed Medication

If a child required prescribed medication in school the medicine will be clearly labelled with the pupils' name and written directions for use. It will be stored securely and only staff with suitable training will have access. All medicines administered should be recorded.

Emergency Medication

A list of children who have epipens, inhalers or who have diabetes will be supplied to all staff and must be stored confidentially. The location of each child's epipen or inhaler will appear alongside the child's name.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

Primary

Secondary

Reception

Pastoral Office

Vehicles

Food Technology Classroom

School Kitchen

To be read alongside the OFG First Aid at Work Policy