

The Priory School



First Aid Policy

Monitoring	Frame of engagement	Date
Member of Staff Responsible	SBM	
Governor Accountability	Linked Governor - H&S	
Consultation Parameters	LGB	March 2022
Information		
Date of latest version		February 2022
Date for next review (and cycle)		February 2023 annually
Uploaded to Website		n/a

The Priory School

First Aid Policy

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors.
- Ensure that staff and governors are aware of their responsibilities concerning health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Roles and Responsibilities

Governors

The Board of Trustees has ultimate responsibility for health and safety matters across the trust, which is delegated to the local governing body (through a link governor for Health and Safety). Operational matters for health and safety are overseen by the Headteacher, and managed by the Business Manager.

The Headteacher

The Headteacher is responsible for the oversight and implementation of this policy, and the Business Manager manages the following:

- Ensuring that an appropriate number of first aid trained staff are present in the school at all times.
- Ensuring all staff are aware of first aid procedures.
- Ensuring staff undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available to cater for the medical needs of students.
- Reporting specified incidents to the HSE when necessary.

First Aiders

The school has a Matron who is responsible for ensuring:

- There are trained first aiders available on a daily basis.
- First aid training is current and refreshed every 3 years.
- Lunchtime supervisors and technicians working in high risk areas have received first aid awareness training, refreshed annually
- There is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

First aiders are qualified to carry out the role and have the following responsibilities:

- Acting as first responders to any incidents. They will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate and SLT are advised.
- Sending students home to recover, where necessary.
- Reporting incidents and completing an accident report as soon as is reasonably practicable, after the event

Notices are displayed prominently around school detailing the location of the nearest first aid kit and the appointed first aiders.

Staff

School staff have the following responsibilities:

- Ensuring they follow first aid procedures and know who the appointed first aiders are within the school.
- Informing the Headteacher or Assistant Headteacher of any specific health conditions relating to themselves.

First Aid Procedures

In-School Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider who will assess the seriousness of the injury and provide the required first aid treatment.
- If further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be left where they are, moved or placed in a recovery position.
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child.
- If emergency services are called, reception, SLT and parents will be contacted immediately.
- The First Aider and/or member of staff who witnessed the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident.

Off-Site Procedures

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information and appropriate medication for any specific medical needs of students
- Parents' contact details if the visit is out of school hours

Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking students off school premises, including individual risk assessments where required.

Record-Keeping and Reporting

First Aid and Accident Record Book

- Visits to the medical room and details of first aid given are recorded in the first aid book, which is kept in the medical room.
- With any injury to the head, students are supervised for as long as required and parents are informed by telephone. For serious head injuries, parents are asked to collect.
- Phone calls home relating to serious injuries noted in the first aid book.
- If an accident occurs, the first aider, or relevant member of staff will complete an accident form, on the same day or as soon as possible after an incident resulting in an injury. The Business Manager keeps these records.

Reporting to the HSE

The Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

Website for further guidance: <http://www.hse.gov.uk/riddor/>

