



# Serenity School

## Serenity School First Aid Policy

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<b>Responsible post holder</b>	Headteacher
<b>Version</b>	1
<b>Approved by / on</b>	The Board of Directors 01.03. 2018
<b>Next Review</b>	Reviewed 01.03.2020
<b>Publication method</b>	Website, Staff Handbook

The school has assessed the need for first aid provision and has identified that **3** fully qualified first aiders holding the First Aid at Work Certificate is required for adequate cover for the number of staff and young adults at St Bede's School.

## **RESPONSIBILITIES**

### **Appointed Person**

The Office Manager is the appointed person and is responsible for overseeing the arrangements for first aid within the school. In his or her absence the Head of behaviour or the SSCO provides the contingency plan support.

The appointed persons duties include ensuring:-

- That first aid equipment is available at strategic points in the school and checked/stocked on a monthly basis.

### **The First aid boxes are located in the following areas:**

- Work Related Learning Zone
- Meetings Zone
- Reception
- Site Manager Room
- Main Hall
- Teaching Kitchen
- Professional Kitchen
- SLT/ Conference Room
- Mini-Bus – X, Mini-Bus – Y, & School Car

That a sufficient number of personnel are trained in first aid procedures at all times.

- TBC – First Aid at Work Certificate/ working towards Level 2 Award in Paediatric First Aid
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That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).

## First Aiders

The school first aiders are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and a child who is suffering from shock
- Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints
- Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
- Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and a child who has sustained and electric shock
- Know how to provide first aid to an adult, infant and a child with burns and scalds
- Know how to provide first aid to an adult, infant and a child who has been poisoned
- Know how to provide first aid to an adult, infant and a child who has been bitten or stung.
- First aiders are responsible for ensuring that the First Aid log located in the school office is completed for all treatments and that the necessary details are supplied for the reporting of accidents.
- It is the responsibility of the class teacher to ensure that any application of First Aid is written into the students' home books to ensure the parent or carer is informed.

## **School Nurse**

- It is the policy of the School that the School Nurse is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.
- The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse, if felt appropriate, when they are on site. In emergency situations, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse if required and appropriate.
- Having firstly considered the option to consult with the School Nurse, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline (NHS Direct 0845 4647) and in the case of Pupil injuries, with the Parents or Legal Guardians.

## **Record Keeping**

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. These registers are stored in Main Office with Helen Abbott. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified and parent notified
- It will be the responsibility of the Headteacher to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Personal Development, behaviour and welfare sub-committee as appropriate

## **Monitoring and Review**

- This policy will be monitored by the Site Manager and reviewed in accordance with any new guidance given.
- The Personal Development, Behaviour and Welfare sub-committee will have the responsibility for ensuring this policy is formally evaluated every two years or sooner if required.
- Additionally, the Head Teacher and Site Manager will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school.
- The safeguarding Lead/DDSL will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head Teacher of the school

- Part of the monitoring procedure by the Head Teacher and Site Manger will be to obtain information through the termly learning walks undertaken.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.
- This policy will form part of a period of induction of any staff member who is new to the school.

Name	Signature
<b>Policy due for approval by the Personal Development, Behaviour and Welfare Sub-Committee</b>	I am signing to say I have read and understood my roles and responsibilities as a First Aider of Curnow School and will comply with all requirements outlined within this policy.  1 <sup>st</sup> September 2018
<b>Policy to be reviewed</b>	Every 2 years
<b>Responsibility</b>	Head Teacher