



Alsager School

An Achieving School - A Caring Community

FIRST AID POLICY

Prepared in May 2018
by Adele Snape, Assistant Headteacher

Presented to the Finance Committee
on June 20th 2018
and subsequently approved and adopted on the same date

Chair of Committee: Mr David Edwards

Signature:

Print Name: David Edwards

Date: 20/6/18

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Review Date: May 2020

Alsager School recognises the need to safeguard the well-being of all pupils, staff and visitors to the School and will ensure, as far as is reasonably possible, that first aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981.

Alsager School aims:

- To provide a prompt and appropriate response in cases of illness and injury.
- To ensure there are sufficient numbers of trained/competent staff within the school environment to deliver first aid and that all qualifications are maintained and updated when required.
- To ensure there are suitable facilities in which to administer first aid.
- To keep accident records and report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.
- To ensure compliance with all relevant legislation.

Management of first aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for training and retraining of first aid staff, provision of first aid equipment and facilities and for the recording of first aid treatment.

Alsager School has a number of staff who are trained and qualified as First Aiders (either FAW or EFAW). A list of trained staff and location of first aid boxes is circulated/made available to all staff via the staff planner and displayed in the staff room and at the main office.

First aid boxes are available in all areas of the school where an accident is considered possible or likely. These are clearly labelled.

The boxes will be checked regularly and any deficiencies or out-of-date consumables replaced. First aid bags/boxes will be taken by members of staff when groups of students go out of school on organised trips or to participate in sporting fixtures/ events.

As part of Alsager School's induction, all new pupils and staff are given information on where to go for help in the event of an accident. Staff and pupils are made aware that the main first aid point is located in at the schools main office.

Should a student become ill or injured during the school day he/she must inform a teacher who will then send for or send them to seek attention from a qualified first aider who will assess, treat (where appropriate) and record.

In the event that the student is unable, due to illness or injury to remain in school, or that further medical attention is considered necessary, the pupil will be kept under supervision by a first aider, and parents or carers contacted to collect them.

If there is doubt or concern about an individual's condition/illness or injury an ambulance will be called for. All accidents will be recorded.

Accidents resulting in students being unable to stay in school, who need to seek further medical attention or hospitalisation will be recorded into PRIME.

In the event of an injury to an employee or visitor, an accident report form should be completed by the individual concerned and the data recorded into PRIME.

In the event of serious injury, notifiable disease or dangerous occurrence the Estates Manager and Finance & Operations Manager should be notified immediately. They will then arrange for any necessary investigations or reporting, and the line manager of the injured employee will be informed as soon as possible. Should the serious injury involve a pupil of the school, their parent/carer will be notified. In the event of a visitor to the site being involved in a serious injury, the school will make every effort to make contact with their place of employment or a family member.

[Revised May 2018 and taken to the Finance Committee in June 2018 for approval.]

This policy will be made available on our web site.
