

First Aid Policy

Rationale

It is a statutory requirement for an employer to make adequate First Aid provisions for all employees. In School it is recognised that the provision should cover all staff, pupils, students and visitors.

Aims

- To provide First Aid treatment where appropriate for all users of the school (with particular reference to pupils/students and staff).
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

Guidelines

- To ensure that there are sufficient qualified First Aider(s) available to provide First Aid cover during the school day.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school day by all staff and that they are regularly maintained.

Procedures

- There is a rota to ensure that a qualified First Aider(s) is in the school building and on call during the day.
- All users of the school will be able to contact the duty First Aider(s).
- Once informed of an incident, the duty First Aider(s) will go to the casualty(ies) without delay and provide emergency care.

- Secondary aid will be sought if necessary and at the same time the parent/guardian (or other appropriate adult) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital, a member of staff will accompany him/her if this is deemed appropriate.
- All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc.
- The First Aider(s) is responsible for ensuring where appropriate; that the school's statutory accident book and a full accident report has been completed.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the office accompanied by another pupil with a completed memo to support staff regarding pupil illness.
- The designated first aiders are as follows:
 - Mr Imran Tai
 - Mr Haroon Shaikh
 - Mrs Amina Patel
 - Mrs Tasnim Khan
- Appointed persons first aid training valid for 3 years with St. John's Ambulance, 132 New Walk, Leicester, LE1 7JA.