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| Policy Title: | First Aid Policy |
| Policy Author: | Victoria Poole- Birrell |
| Next Review date: | September 2020 |

**FIRST AID POLICY AND PROCEDURE**

The Health & Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate first aid equipment, facilities and personnel to their employees and pupils.

**The assessment of first aid needs and our qualified first aiders is held by Carli Poole-Simpson, Gemma Nicholson, Victoria Poole-Birrell *and Alice Woodings.***

Giving consideration to the factors detailed in the Health and Safety (First Aid) Regulations 1981, Colours Academy is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to pupils, staff, visitors and contractors on site.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the assigned first-aider is not on site, the first response must be to dial 999. (If you urgently need medical advice and it is not a life-threatening situation dial the NHS 111 service). Where an ambulance has been requested.

It is the responsibility of the School to keep detailed records of illnesses, accidents and injuries, together with an account of any first aid treatments, non-prescription medicine and treatments given to a pupil or a member of staff who is assisted by a first aider. This is in addition to the accident forms that are required to be completed (see reference to Accident Reporting below).

There are fully equipped medical facilities at the Colours Academy via a first aid kit. This is maintained by the schools qualified first aider and is supplied in the school’s kitchen.

First Aid training giving a basic, minimum level of competence is strongly recommended for any member of staff that oversees sporting activities, takes school trips or teaches/works in a high risk department, eg Science, and is able to assist across all of these areas.

The first aid kit is evaluated and restocked termly. Where further supplies are needed outside of the routine restocking, staff should contact a Health Centre direct with their requirements. Similarly, where specific additional items of first aid provision are identified through risk assessments, these should be requested from a Health Centre.

**First Aid Training**

The school will provide first aid personnel with sufficient training, information and support to undertake their responsibilities. All first aid training is updated every three years.

Awareness of hazards in subject teaching, and first aid provision for the management of such hazards, should be considered when undertaking risk assessments, and first aid equipment is available and accessible to every department.

**First Aid Equipment**

All First Aiders and any member of staff should have access to first aid equipment. A designated person must check contents on a regular basis and ensure any deficiencies made good without delay. A Health Centre will supplement on request. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

 **Reporting of Accidents**

A record must be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity, using the school’s accident form (form available via school reception)

This report will be used by the school to help identify trends and possible areas for improvement in the control of health and safety risks.

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries and diseases must be reported. Any accident to a visitor, including pupils, that arises out of or is connected to a failing on the part of the school which results in them being taken to hospital for treatment also has to be reported. Further information can be found in the Health and Safety Policy.

**The identification and treatment of pupils with particular medical conditions (eg asthma, epilepsy, diabetes)**

Pupils who are known to have a chronic medical condition are required to complete a health care plan detailing the usual course of events in a crisis, along with the detailed course of action and treatment to be taken should such a crisis occur.

A copy of the health care plan is held with the medical notes and with the essential medical list at the Health Centre. Teachers and staff are informed of the list of pupils with ‘need to know’ medical conditions in order that they can familiarise themselves with the relevant health care plans for those pupils in their care.

Pupils who need to carry essential medication for self-administration such as inhalers, Epi-pens, insulin, etc, are required to have a medical form signed by their parents.

 **Off site excursions and school trips**

 First aid kits for off-site activities are issued by the appropriate staff. Any specific requirements will be identified through the risk assessment for the activity

Signed,

Victoria Poole-Birrell

Head of Centre