



## First Aid Policy

### Rationale

The Health and Safety (First Aid) Regulations 1981 impose duties on the employer to provide facilities and equipment that enable first-aid to be rendered to employees if they are injured or become ill at work.

- To provide effective first aid care to children, staff and visitors whilst on the school premises and during visits off site such as trips and outings.

### Aim

To provide guidance on first aid facilities in compliance with statutory duty which may help prevent deterioration of injury or illness.

### Objective

- Provide sufficient numbers of first aid personnel
- Provide sufficient first aid equipment to deal with accidents and injuries
- Ensure employee training meets with statutory requirements
- Provide first aid to non-employees (children and parents/visitors)
- Make sure all accidents/incidents that require first aid, are recorded and information is passed to the relevant bodies.

### Guidelines

#### **First Aid personnel and training**

- Training must be up to date
- Ensure certificates for first aiders are valid (renewed every 3 years)
- Notices should be displayed advising names of first aiders within the school
- A Staff Qualification certificate is kept on the training wall.

#### **Equipment**

- Notices should be displayed advising of location of first aid boxes
- Box locations should be clearly signposted (white lettering on a green background)
- A small travelling first aid kit should be available
- Regular inspection of boxes should be carried out ensuring equipment used is replaced and resources are within date
- First Aiders ensure that the first aid boxes and outings first aid kits are complete and that items contained within are current and in date.

## Annette St Primary School

### Recording

- The staff member who responds to the accident/incident of child is responsible for ensuring that all injuries and first aid treatments are recorded on the accident/incident sheet and signed by parent/carer.
- If a child requires further treatment for an injury out with the school, this must be recorded on HANDS, by the responding member of staff and member of Management.
- If a child receives an injury above the neck, their parent must be informed and given the opportunity to collect them and seek medical advice.
- Any injury obtained by a staff member or visitor must be recorded on HANDS

### Roles and Responsibilities

- **Named adult First Aider:** Evonne Smith

### Success Criteria

The policy and guidelines will support the establishment staff in complying with relevant legislation and in providing suitable first aid to staff and visitors.

Policy Updated:	August 2022
Policy to be Reviewed	August 2024