



The purpose of this policy is to state how our establishment deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

RESPONSIBLE PERSONS: School Business Manager / Senior First Aider

The primary function of the named persons is to organise any incident or accident investigations required as a result of an incident or accident that has taken place within the grounds and premises of the organisation and in any external location that involves a member of the organisation's employees or pupils.

In addition, the above named persons have a responsibility to ensure that all first aid arrangements, equipment and facilities are maintained and in good working order. They will also ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and the numbers of persons to be covered. They will also ensure that first aid staff are trained by a competent organisation and that such training is carried out and certificated in a timely manner as required by the current regulations.

Finally, they will be required to ensure that any incident or accident that is reportable under the current set of regulations ('RIDDOR') is done so in a timely manner as required by those regulations.

THE POLICY:

The school must ensure the following:

- To provide adequate numbers of appropriately trained first aid staff to deal with incidents or accidents
- To provide all first aid staff with an effective means of communication that will enable anyone requiring the assistance of first aid staff to contact them in a timely manner
- To ensure that, where applicable, first aid staff are trained to deal with additional, specifically identified hazards that are not included in the standard training course
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary

- To be in a position to deal with or assist in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises
- To ensure that adequate provisions and staff are provided and available during any external activities or journeys to external locations.

THE ARRANGEMENTS:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A team of appropriately trained first aid staff
- A Senior First Aider of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment
- An accident book in the staffroom, Nursery and Children's Centre to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person
- A copy of RIDDOR in the staffroom, Nursery and Children's Centre to enable first aid staff to determine whether an incident or accident is reportable as required by the current regulations
- A risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate
- Training programmes for various staff that will enable them to deal with emergency situations
- Most school staff have various levels of first aid training. Staff with extensive training, such as Health and Safety at Work, must have their names displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to the Senior First Aider or School Business Manager, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The Senior First Aider is responsible for maintaining the contents of first aid boxes. The Senior First Aider or School Business Manager will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with school procedures.
- All accidents and follow up actions are to be reported to the Senior First Aider or School Business Manager.

THE RESPONSIBILITIES:

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that might have resulted in an accident, even if this wasn't the case
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly following any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting for a period of time.

TRAINING:

The following training will be undertaken by the organisation:

- Where possible, all staff will be trained in the basics of accident and incident reporting and prevention either through the organisation's own internal training system or by arrangement through a competent external organisation
- Some selected first aid staff may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise

Agreed by Governors
(Chair Signature):

Policy Due for Review: March 2016