

# **First Aid Policy**

**The Davenport School**



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# **The Davenport School**

## **First Aid Policy**

### **1. Introduction**

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The purpose of the Policy is:

- To assist with the provision of safe, effective First Aid for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the procedures.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- N.B. The term First Aider refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

The First Aid procedure at The Davenport School is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and not trained Doctors or Nurses, in the event of an accident all members of the school community should be aware of correct procedures and the support available. All staff must be aware of the locations of all First Aid equipment and the identity of the nominated First Aider on duty.

All staff must be aware of the company policies and procedures on recording accidents, injuries and Health and Safety Issues. All incidents and accidents must be recorded as part of the health and safety monitoring procedure, all serious incidents and accidents should be reviewed by a senior member of staff and it is the responsibility of the Head of Health and Safety to inform RIDDOR as required.

It is the responsibility of the organisation to report any incident or accident to Ofsted if it involves any emergency services, it is the responsibility of the school to report the incident to the home where the young person is living.

### **2. First Aiders**

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- Ensure that their qualification and insurance (provided by the school) are always up to date – this responsibility is shared by the company who should keep up to date records of the First Aiders.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always support any person with any injury to attend Accident and Emergency when requested to do so and treat the casualty to the best of their ability in the safest way possible prior to this.
- Help fellow First Aiders at an incident and provide support after the event.
- Ensure that their portable First Aid kits are adequately stocked and always to hand.

- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parent/carers to take them to hospital; ensure that parent/carers are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either.
- Accompanied in the ambulance at the request of paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a parent/carer cannot be contacted.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the Teacher in Charge, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves and every dressing etc, be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly, no contaminated or used items should be left lying around.

#### **The Teacher in Charge:**

- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure, all new staff are made aware of First Aid procedures in school.

#### **All teaching staff:**

- Familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Teacher in Charge or the First Aiders.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures, such staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regards to personal safety.

**Office Staff will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. Support the First Aiders in calling for an ambulance or contacting the home staff in an emergency.

**3. Facilities**

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- The Davenport School has a fully functional first aid room within the school, where possible children are to be safely taken to the room so that they can be assessed and support in quiet calm surroundings away from other children and distractions.
- There are First Aid Kits stored in the medical room, school office, kitchen and two classrooms. These are checked and monitored on a monthly basis to ensure that they are well stocked.

**4. Qualified First Aid Staff**

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As of September 2022:

- Natalie Turner
- Paul Meade