



First aid can save lives and prevent minor injuries becoming major ones. As an independent school the trustees are deemed to be the employer and as such have a duty to ensure that Health & Safety legislation, including First Aid, is complied with. (Please see Childhood First policies for H&S and First Aid)

### **Responsibilities of the Headteacher**

The Headteacher at Greenfields School is responsible for putting the policy into practice and for developing detailed procedures. The teachers and support staff are expected to be mindful of their responsibilities and duty of care, particularly in emergencies, to secure the welfare of the pupils.

- The Headteacher should consider the likely risks to pupils, staff and visitors.
- The Headteacher should ensure that there is an appointed person for first aid as well as qualified First Aiders.
- All staff must be informed of the first aid arrangements. This includes the location of equipment, facilities and first aid personnel. This will be done by displaying first aid notices in the kitchen, resources room and the induction/medical room at lower school and displaying first aid notices in the kitchen, classrooms, corridor and office in upper school.
- Annual review of the school's first aid needs
- Induction of new staff and pupils should include information about first aid arrangements and should be included in the staff handbook

## **First Aiders**

The school must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/ appointed persons. At Greenfields School a minimum of two trained staff are required to meet the statutory requirements and assessed needs. A first aider must hold a valid certificate of competence issued by an organisation recognised by the H&SE. First Aid at Work Certificates are only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. The School Secretary will diary the dates to ensure they do not get overlooked and keep a record of first aiders and certification dates.

## **Main Duties of First Aiders**

- To complete a training course approved by H&SE and ensure that training is updated as required
- Give immediate help to casualties with common injuries or illnesses (including asthma)
- To ensure that there is appropriate first aid provision when accompanying children on off-site activities
- Take charge when someone is injured or becomes ill
- Look after first aid equipment; restocking first aid equipment and supplies
- Ensures that an ambulance or other professional medical help is sought when appropriate

## **Appointed persons**

Appointed persons are not first-aiders but it is good practice to ensure that they have emergency first aid training. This training should cover:

- What to do in an emergency
- Cardio-pulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the bleeding or wounded

## **Specific first aid and medical needs**

First aiders should be made aware of any pupils or staff with specific medical needs such as asthma or epilepsy. First aiders should be aware of the location of inhalers and how these are administered. They will also need to comply with the administering of medications procedures running at Greenfields House.

## **Epi-Pens**

Members of staff will receive training about anaphylaxis and the administration of epi-pens.

### **First Aid Equipment and Materials**

Each classroom has a first aid container and a travel first aid kit. At lower school, in Fireflies class this is kept next to the sink. In Owls and Dragonflies class the first aid box is located next to the teacher's desk. At upper school, this is kept in the cupboard under the sink in classroom 1 and in classroom 2 it is located under the teacher's desk. These containers have the minimum provision for minor first aid in the classroom. In addition, at lower school there is a First Aid container in the medical room and at upper school one in the CESA office, which contain provisions as advised by the HSE. In addition at upper school there is a first aid kit in the kitchen, which is kept in the locked cupboard to the side of the sink. Ice packs are kept in the fridges at Lower and Upper school. First Aid kits for off-site activities contain single use ice packs. The first aid supplies are checked every half-term and restocked as necessary. Items should be discarded safely after their expiry date has passed.

### **Hygiene & Infection Control**

All staff must take precautions to avoid infection and must follow basic hygiene procedures. Staff should use the single-use disposable gloves supplied and should take care when dealing with blood or any other body fluids and disposing of dressings. Anti-bacterial liquid is available for hand cleaning.

### **Reporting Accidents and Record Keeping**

Some injuries, diseases or dangerous occurrences must be recorded and reported. See HSE guidance on RIDDOR.

Accident forms should be completed as necessary for pupils and staff and will be kept for a minimum of three years. The Accident Book is located in the School Secretary's Office.

Small cuts and grazes will be treated by staff and information of any treatment given handed over to the carers, either by a phone call or personally.

In an Emergency the Headteacher has procedures for contacting a child's parent/carer as soon as possible.