



INTRODUCTION

All staff members at Anfield School have a duty of care to the children in our school. First aid can save lives and prevent minor injuries becoming major ones.

We will provide first aid for students, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility.

The Governing Body has responsibility for First Aid.

The Principal is responsible for putting the Governing Body's policy into practice and monitoring procedures.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. We arrange appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. We ensure that there are adequate numbers of trained staff, allowing for staff on annual/sick leave or off-site.

We all have responsibility to assess a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if we judge this to be necessary.

There are adequate and appropriate equipment and facilities for providing first aid on and off site.

AIMS & OBJECTIVES

- To ensure that first aid provision is available at all times while people are on our premises, and also off the premises whilst on educational visits.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues on-site and on educational visits, to prevent, where possible, potential dangers or accidents.

- To inform staff and parents of the school's First Aid arrangements via the staff and parent handbooks.
- To report, record and where appropriate investigate all accidents.

FIRST AID ARRANGEMENTS

Appointed Person(s)

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the first-aid equipment e.g. re-stocking the first-aid boxes
- ensures that an ambulance or other professional medical help is summoned when appropriate

First Aid Training

Posters indicating the designated first aid staff are displayed in the Administration Office as well as in other locations around the school.

First Aid Boxes

The first aid boxes are located in the Administration Office and other key locations around the school. These locations will be reviewed as and when their function changes.

For educational visits a travelling first aid kit is essential.

Contents of First Aid boxes

There is no mandatory list of contents for first aid boxes. The HSE (UK) states it should be based on an employer's assessment of first aid needs. For low hazard environments (generally schools are deemed to be in this category), the HSE recommends a minimum stock of first aid items should be held.

First Aid Box Contents List

- ✓ a leaflet giving general advice on First Aid
- ✓ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- ✓ 2 sterile eye pads
- ✓ 4 individually wrapped triangular bandages
- ✓ 6 safety pins
- ✓ 6 medium size individually wrapped sterile un-medicated wound dressings
- ✓ 2 large individually wrapped sterile un-medicated wound dressings
- ✓ 1 pair of disposable gloves

Travelling First Aid Boxes contents list

- ✓ a leaflet giving general advice on First Aid

- ✓ 6 individually wrapped sterile adhesive dressings (assorted sizes)
- ✓ 1 large individually wrapped sterile unmediated wound dressing
- ✓ 2 individually wrapped triangular bandages
- ✓ 2 safety pins
- ✓ Individually wrapped moist cleansing wipes
- ✓ 1 pair of disposable gloves

In addition to the above, Travelling First Aid boxes also contain sick bags.

First Aid Box and Designated First Aider Poster Locations		
Number 1	Ground Floor	Administration Office
Number 2	Ground Floor	Hall (near sliding doors at the back)
Number 3	Ground Floor	Medical Room
Number 4	First Floor	Hall (next to the lift)
Number 5	Lower Ground Floor	Outside St. Bosco classroom (back door)
Number 6	Lower Ground Floor	Opposite pantry (next to fire hose reel)

First Aiders' Main Duties

First aiders must complete a training course approved by the St. John's Ambulance or other recognised body.

At school, the main duties of a first aider are to: give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; when necessary, ensure that an ambulance or other professional medical help is called.

Assessment of Need

The Senior Management will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

PROCEDURES

All children who feel unwell or who have had an accident should, if possible, be brought to the Main Reception Office; where it is unsafe to move the child, contact Admin Office to request assistance.

Staff members who are qualified in First Aid will initially assess the child's need and apply basic first aid; a second opinion may also be sought from a member of SLT or another qualified first aider.

For minor injuries, Reception Office will issue an 'accident' form, as appropriate which is then passed

on to parents/carers at the end of the day.

If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately.

For serious incidents/medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Principal or Vice-Principal; however, in a genuine emergency Admin will phone directly and inform the Principal once this is done.

Body Spillages, Including Vomit

No adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. Admin will contact the Auntie to clean the area.

Educational Visits

The extent and nature of first aid provided will depend on the type of the visit and the risks identified.

Organisers undertake a *risk assessment* which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- A good knowledge of first aid and an adequate first aid box are required for all visits.
- In more remote locations, one of the staff members should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.

- Minimum first aid provision on educational visits is:
 - ✓ a stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group
 - ✓ an adult appointed to be in charge of first aid arrangements

Specific Medical Conditions (see *Supporting Students with Medical Conditions Policy*)

Medicines in School (see *Supporting Students with Medical Conditions Policy*)

This policy will be reviewed regularly.