



**WESTFIELD SCHOOL**

# **First Aid Policy**

<b>Date Produced</b>	February 2019
<b>Original Author</b>	Emma Jenkins
<b>Review Due</b>	February 2024
<b>Updated</b>	February 2024
<b>Reviewer</b>	Zoe Burge & Nicki Gilbert
<b>Ratified by Governors</b>	

Westfield School has assessed the need for the most appropriate first aid provision and has identified that the school requires a combinations of First Aid at Work Certificate and Paediatric First Aiders.

## **RESPONSIBILITIES**

### **Appointed Person**

The School Business Manager is the appointed person and is responsible for overseeing the arrangements for first aid within the school. This duty will be undertaken by the School Business Manger or someone that has been delegated the duty.

The appointed person's duties include ensuring:-

1. First aid supplies are available in the Medical Room and checked/stocked on a termly basis.

The First aid boxes are located in the following areas:

- 6<sup>th</sup> Form Kitchen
  - 6<sup>th</sup> Form Work Room
  - Ryeland Food Tech Kitchen
  - All classrooms
  - Westfield Staffroom
  - Polytunnel
  - Both Minibuses
2. A sufficient number of personnel are trained in first aid procedures at all times
  3. That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).
  4. To scrutinize such records for accuracy in notes/comments made reporting outcomes to the Head Teacher and the Governors Resource Committee.

### **First Aiders**

First aiders at Westfield School are expected to provide the following level of basic first aid during school hours within the school and on school led trips and residential experiences:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding

- Know how to provide first aid to an adult, infant and a child who is suffering from shock
  - Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
  - Administer first aid to a casualty with injuries to bones, muscles and joints
  - Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
  - Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
  - Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
  - Know how to provide first aid to an adult, infant and a child who has sustained and electric shock
  - Know how to provide first aid to an adult, infant and a child with burns and scalds
  - Know how to provide first aid to an adult, infant and a child who has been poisoned
  - Know how to provide first aid to an adult, infant and a child who has been bitten or stung.
  - Have knowledge of our pupils and their needs e.g. Asthma/ Allergens/ Medical conditions and treatment plans
1. First aiders are responsible for ensuring that Medical Tracker, the online reporting portal is completed for all treatment and that the necessary details are supplied for the reporting of accidents and/ or incidents.
  2. First aiders are responsible for completing first aid and handing over aftercare to a competent person (another first aider).
  3. First aiders are responsible for notifying the parents/ carers through the Medical Tracker portal or by telephone if they believe they need to provide more detail about the incident.

*Example:*

A child receives a bump during playtime and receives first aid from a qualified first aider, Person 1. The treatment administered was a cold compress, the child should then be transitioned to the class first aider, Person 2. The child should have 1:1 care until the treatment is complete and all equipment is disposed in the clinical waste. If there is not a qualified person in class Person 1 must swap duties with another staff member within class until the treatment is complete.

4. It is the responsibility of the first aider to inform the class teacher of the accident/ incident the child was involved in.

5. It is the responsibility of the first aider to inform SLT if a pupil requires additional medical intervention e.g. hospital care, GP or dental treatment. This initiates the Local Authority – Accident reporting procedure and RIDDOR compliance.
6. It is the responsibility of the first aider to restock first aid boxes after administering first aid.
7. It is the responsibility of the first aider to notify the School Business Manager if supplies are running low in the central store, located in the Medical Room.

### **Record Keeping**

It is the responsibility of the First Aider who has administered first aid to ensure the online reporting system is up to date. All record keeping must be entered in real time, and notifications sent in a timely manner.

It will be the responsibility of the School Business Manager to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Head Teacher and the Governors Resource Committee.

### **Monitoring and Review**

This policy will be monitored by the School Business Manager and reviewed in accordance with any new guidance given. The Governors sub-committee, Resources will have the responsibility of reviewing and ratifying the policy bi-annually.

The Head Teacher and School Business Manager will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school.

Termly first aid meetings will take place and all first aiders will be required to attend.

### Westfield School Accident Reporting Procedure

