

# First Aid Policy



Policy Number:	SA01	Originator:	Lukasz Miecznikowski
Issue Number:	3	Authoriser:	Jason Goddard
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## 1. Aim of the policy

It is the policy of the Greater Horseshoe School that there should be adequate and appropriate equipment, facilities and trained personnel to provide First Aid within the Greater Horseshoe School.

First Aid provision is available at all times while people are on the school premises and also off the premises whilst on school visits.

## 2. Policy

The Greater Horseshoe School exceeds the minimum first aid provision suggested in the DfES '*Guidance on First Aid for Schools*'.

The School provides suitably stocked first aid containers, kept in the following locations:

- Main Office
- All vehicles
- Kitchen Area
- Reception Area
- Medical Rooms

These are located with a sign bearing a white cross on a green background.

At the Greater Horseshoe School there is a First Aider on site daily to take charge when someone is injured or becomes ill. They will decide whether further medical treatment is advisable (e.g. hospital visit).

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A designated First Aider monitors the first aid containers and equipment, and is responsible for re-stocking on a regular basis.

All appointed persons have emergency first aid training. The Head Teacher carries the responsibility for informing the school community of the first aid arrangements. Details of who first aid personnel are, and where they are to be found, are displayed prominently as people walk into the school. Therefore, all visitors, staff and students are made aware of this information.

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities, and take great care when dealing with blood or bodily fluids and disposing of pressings or equipment.

The Greater Horseshoe School has a procedure which records all accidents and provides for the reporting of fatal or serious accidents, injuries etc. to the Health & Safety Executive or RIDDOR.

The School records any first aid treatment given on site, and retains these records for inspection in the statutory accident book. Visitors to the school that have an accident would record this in the accident book, but make a note that they are a visitor. Emergency contact numbers and consent for medical treatment are obtained for all students. Parents, Carers and Guardians are informed of significant incidents immediately by telephone where possible, and followed up with the information in writing.

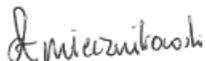
First Aid arrangements are the subject of regular and systematic checks.

### 3. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Group Director for Education and Learning. Enhanced Children's Services will then actively respond to the enquiry.

This policy is written by Lukasz Miecznikowski

Date: 1<sup>st</sup> of May 2020

Signed 

This policy is quality assured by Jason Goddard, Group Director for Education and Learning.

Signed: 

Date: 1<sup>st</sup> of June 2020

The policy is quality assured by Governor:

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