



First Aid Policy

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Project Manager. The Project Manager is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available

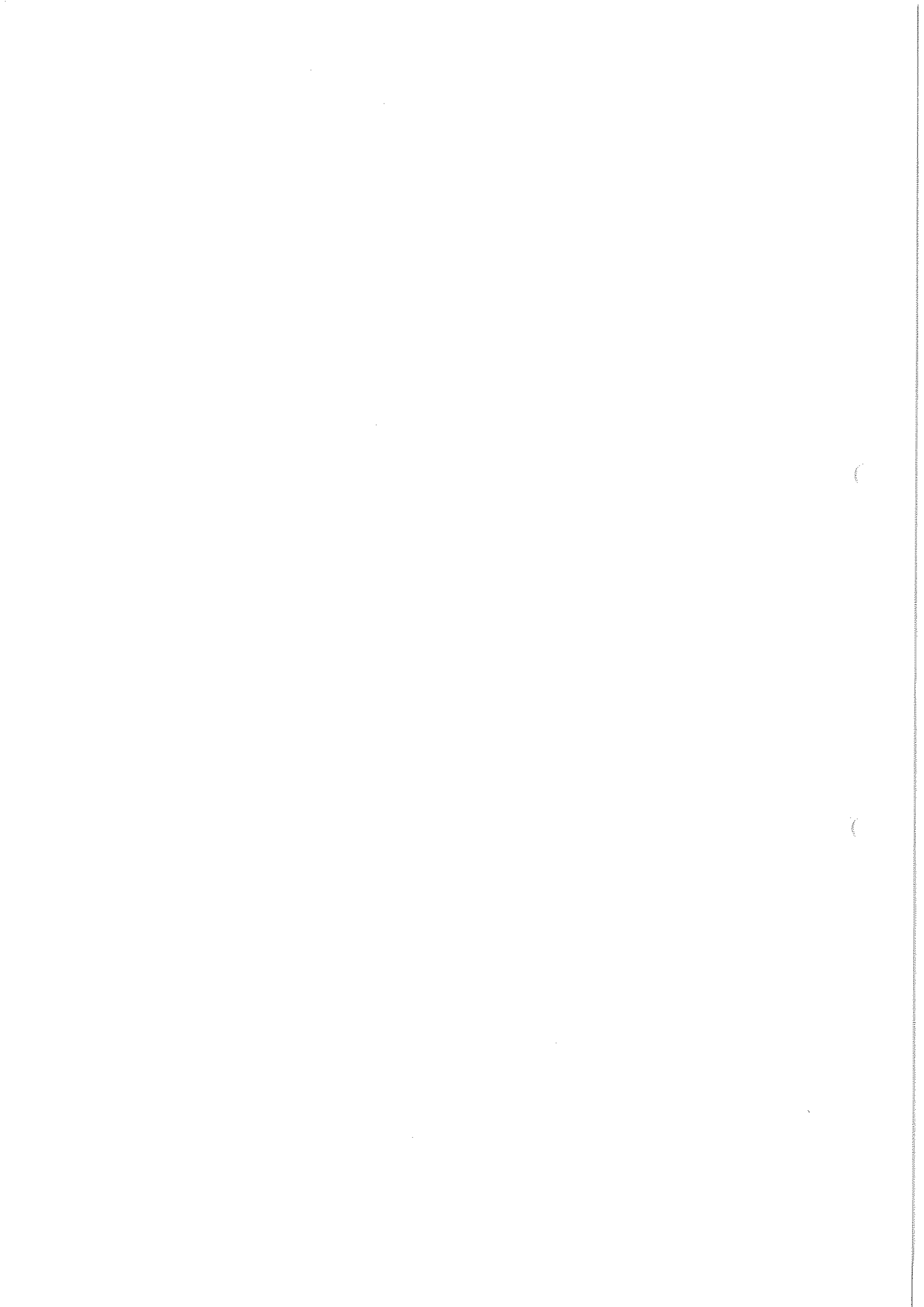
First Aid personnel, facilities, and the location of First Aid boxes and information. First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings.

Adequate First Aid cover will be provided in both school buildings, as well as during break times. If a staff member is alone on a trip or during a PE lesson then they must have access to a telephone in order to summon help. First Aiders must have attended a recognised First Aid Course approved by the Health and Safety

579 Westhorpe Avenue, Eltham, London SE9 6DN Tel: 020 8859 9664 Fax: 020 8859 1173

Email: info@wize-up.org.uk Website: www.wize-up.org.uk

Company Registration Number: 6531451 Designed by Lauren Murray, Plumstead Manor School



immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again. An accident book is kept in the main office. The First Aider should complete the relevant sections, detach the "accident/injury record sheet" and place it in the accident book along with a copy in the young person/staff file which is situated in the Main Office. Records should be stored for three years.

The Head Teacher will ensure that accidents, which are reportable to the Health and Safety Executive, are reported using the appropriate form.

Appointed Person.

This person has the responsibility of taking charge during an incident and summoning help if needed. At Wize Up, each member of staff who has had training is able to assume the responsibility of the Appointed Person.

The maintenance of the First Aid Kits is the responsibility of the main appointed first aiders: Kim Richardson.

See Appendix 1 for the contents.

Wize Up

Appointed persons:

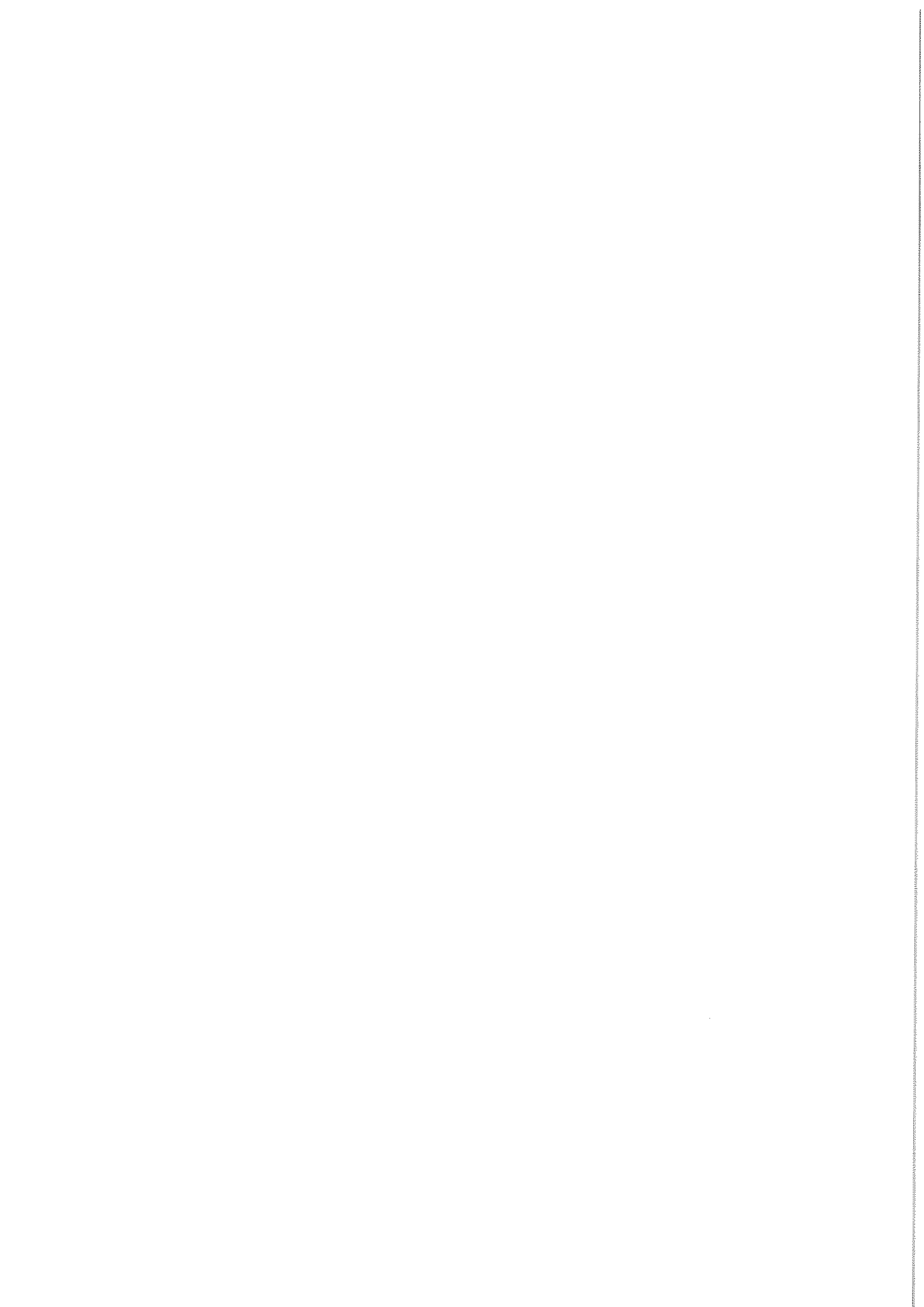
K Taylor, K Richardson and O Walters

Trained First Aiders:

2016 – 2017

K Taylor, K Richardson C Wedderburn and O Walters

If the First Aid Kits need addition supplies please contact: Karlene Thomas



Appendix 1

Contents of school first aid kits

- Leaflet for First Aid advice
- 20 assorted plasters
- 2 sterile eye pads
- 4 triangular bandages
- 8 safety pins
- 6 Medium wound dressings
- 2 Large wound dressings
- 1 pair of disposable gloves
- 3 packets of Antiseptic Cleansing wipes

Contents of travel / PE first aid kits

- Leaflet for 1st Aid advice
- 6 assorted plasters
- 2 triangular bandages
- 2 safety pins
- 1 Large wound dressings
- 4 pair of disposable gloves
- 1 packet of wipe

RIDDOR - Incidents to be reported

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight - temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hrs.

10/10/10

10/10/10

Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. It is the responsibility of the Project Manager, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

All staff should have First Aid training. Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff room notice board and near First Aid Kits. First Aid Kits are situated in the kitchen area. First Aid Kits are available for use in the Staff Room and Main Office and during educational visits.

The contents of the First Aid Kits are to be regularly checked and maintained by the named person.

Reporting & Recording of Accidents

Wize Up recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At Wize Up we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the Lead Teacher/ Project Manager as soon as possible after the accident took place. The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken

