**First Aid Policy**

The Haven School



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| **Approved by:** | Jane Spensley | **Date:** Sept 2018 |
| **Last reviewed on:** | Jan 19 | |
| **Next review due by:** | OCT 20 | |

Everybody at The Haven, fully recognises the importance of safeguarding children and play a full and active part in protecting pupils from harm.

In developing the First Aid Policy due consideration has been given to The Haven’s Safeguarding Policy

This policy is in place to ensure that pupils, staff and visitors to the school are well cared for in the event of an accident or if they feel unwell.

**AIMS**

To identify the first aid needs of the school

To ensure that first aid provision is available at all times when people are on school premises, and also off the premises whilst on school trips

**OBJECTIVES**

To appoint the appropriate number of suitably trained people as First Aiders and to maintain current qualifications for those people

To provide relevant training and ensure monitoring of training needs

To provide sufficient and appropriate resources and facilities

To inform staff and parents of the school’s first aid arrangements

To keep accident records

**MEDICAL FACILITIES**

The school is required by the Independent School Standards Regulations to ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils. The Haven has an identified medical room within the school.

**WHOLE SCHOOL PROCEDURES**

▪ The school will provide First Aid cover during the working hours of the school week and, where appropriate and necessary, out of school hours.

▪ There will be a trained First Aider in school at all times

▪ First Aid information will be readily available and staff and pupils will be informed of whom to call for help, in any emergency.

▪ First Aid kits for minor injuries will be available for use in appropriate areas of the school.

The First Aider will attend the casualty and provide any necessary emergency care.

▪ The First Aider will request that a member of staff contact emergency services if required.

▪ Parents will be contacted by the school if a pupil has sustained an injury. The next of kin will be contacted if a member of staff sustains an injury or becomes ill whilst at work.

▪ If necessary the First Aider or another appropriate adult will accompany a casualty to hospital. An appropriate adult will accompany a pupil taken to hospital in an ambulance.

▪ All appropriate precautions will be taken with regards to infection control.

▪ The First Aider is responsible for recording the incident on the schools’ internal administration of First Aid report document which should then be passed to the Head teacher.

▪ The trained First Aider is responsible for ensuring that the school’s Accident Recording document is completed

▪ The First Aider will ensure that the First Aid Kit is replenished after use.

**ILLNESS**

Any pupil feeling unwell should be attended by the trained First Aider who will ascertain the nature of the illness, make an assessment of the severity of the illness, take appropriate action and notify parents.

**FIRST AID TRAINING AND QUALIFICATIONS**

There will, at all times when pupils are at school, be at least one person in school qualified to a minimum level of First Aid.

A first aider is defined as a person who has successfully completed a suitably approved course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

**OFF SITE VISITS**

A portable First Aid kit and trained First Aider will accompany all off site visits.

**FIRST AID KIT PROVISION**

There is a First Aid kit situated in both the classroom and therapy areas of the school.

**PUPILS’ MEDICAL CONDITIONS**

A list of pupils who suffer from medical conditions, together with details of those conditions will be kept in confidential pupil files and with the Head teacher.

Storage of individual pupil’s medication, Epipens, Inhalers etc. will be kept in a locked First Aid cabinet in the medical room. Medication may be dispensed to pupils by the trained First Aider.

**HYGIENE/INFECTION CONTROL**

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc in the PHS medical waste bin provided in the Medical Room. Wherever possible, staff should wash their hands before dealing with any first aid issues.

**RESPONSIBILITIES**

The responsibility of the Head teacher and Head of Management Board is;

▪ To ensure that qualification of First Aiders is up to date and valid.

The responsibility of the trained First Aider is;

▪To check the contents of first aid kits each term and re-stock as necessary.

▪To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

**EMERGENCY PROCEDURES**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents or carers can take over responsibility.

**ACCIDENT RECORDING**

An Accident Report Form is to be completed for each incident, generally by a person witnessing the events. The original is passed to the Head teacher.

**INFORMING PARENTS**

Where the incident has required the issue of medication, or dressings which will need review after school, the Head teacher or First Aider will notify the parents or carers by sending a note home.

The parents will be telephoned in the event of any head injury, if an ambulance is called, or any other circumstances where the professional judgement of the First Aider dictates that such contact should be made.

Signed Zoie Stevenson Date: September 2018

Head teacher

Signed Nicola Gilman Date: September 2018

Head of Management Board