



HARBOUR VIEW FEDERATION

First Aid Policy

The Federation will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at a School is held by the Heads of School who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Risk Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The First Aid Risk Assessment Form will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Risk Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid/medicines in accordance with the First Aid Risk Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager/ designated person will ensure that appropriate numbers of qualified first aiders or appointed persons are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

First Aid Provision

It is the responsibility of the First Aid Lead(s) to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to

whether there is a requirement to call an ambulance. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture/dislocation or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a severe allergic reaction or following the administration of an EpiPen
- In the event of the person having difficulty breathing
- Severe seizure if person has not had a seizure before

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment for serious (or more than minor) injury
- requires attendance at hospital
- if there has been an injury to the head

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/ student until the parents can be contacted and arrive (as required).

In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded on the minor accident form if it involves a pupil. For more serious accidents/ incidents use the online JHS2 for pupils & the JHS1 for staff, visitors etc.

All accidents requiring hospital treatment will be reported to the H&S Manager immediately in line with RIDDOR. There will then be an accident investigation by the H&S manager and relevant staff.

This policy should be read in conjunction with the Supporting Pupils with Medical Conditions Policy.