

St. Andrew's
School

A school with Quaker values

Aylmerton Hall ♦ Holt Road
Aylmerton ♦ Norfolk ♦ NR11 8QA
Telephone and Fax: 01263 837927
Email: head@standrewsschool.co.uk

Head : Mrs Claire Brayne B.A. (Hons) P.G.C.E.

First Aid Policy

Last reviewed date:

Adopted by Trustees date:

Signed by Chair of Trustees:

Next review date:

The St Andrews School Trust is a **Registered Charity No. 1129232**
Registered Office as above. Registered in England and Wales
Trustees: Mrs. S. Goldsmith, Mr. J Garner, Mr. R Wheeler, Mr. J. Roebuck,
Mr D Bullard, Mrs B. Emery, Mr N Brayne, Mrs V Jones
Charitable Company limited by guarantee No. 6729913

First Aid Policy – Statement

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the school.

The Trustees are responsible for:

- ensuring that adequate and appropriate training and guidance for staff who volunteer to be first-aiders is provided.
- ensuring that there is an adequately trained person on the premises when there are pupils on the premises.

The Headteacher must ensure that:

- procedures are in place for contacting the pupil's carers as soon as possible.
- staff are aware of their right to refuse to give medication or medical treatment and their right to receive appropriate instruction if they volunteer to do so.

Staff must ensure that:

- treatment must only be given by qualified first aiders unless such a person cannot be found in a reasonable time.
- any first aid treatment given by first aiders must be recorded in the incident book which is kept in the staff room; giving the date, time and place of incident, name of injured or ill person, details of the injury or illness and what first aid was given, what happened to the person immediately afterwards (eg went home, back to class, etc), name and signature of person dealing with the incident.
- in the case of a serious or significant incident a report should be made to carers by way of the home-school book, a letter home, or a telephone call. This should be recorded on Schoolpod.
- they take note that it is not school policy to use sticking plasters on minor wounds, and that they must check in any case where a sticking plaster is used that the pupil is not allergic to them.
- medication of any kind is not given to pupils unless the appropriate discussions between staff and parents have taken place and staff have been instructed appropriately in the use of the medication. The procedure for the giving of medication must be followed.
- staff should be aware that any spillage of blood or body fluid should be dealt with by first-aiders using appropriate techniques learned in first aid training. Disposable gloves are kept next to the accident book and in first aid kits in Upper College, Gym, Minibuses, Staff Room, First Aid Room, Food Tech Room, D&T Room, Classroom, Art Room, Science Room and 8B Classroom for this purpose. There is a yellow bin in the large mobile classroom staff toilet for the disposal of any waste contaminated by bodily fluids.
- any reportable accidents or incidents are reported properly and promptly online using the RIDDOR website.