



**Brockwood Park School and
Inwoods Small School including EYFS**

FIRST AID POLICY

Last Review Date	June 2016
Policy endorsed by	The Trustees, Co-Principals & Directors
Policy is maintained by	Infirmery Staff/ Health & Safety Officer
ISI reference	A7, B5, E4
Next review date	August 2017
Review body	Infirmery Staff/ Health & Safety Officer/ Estate and Facilities manager

The aim of this policy and other associated policies is to enable staff to carry out essential first aid in a timely and competent manner. This policy outlines the School's statutory responsibility to provide adequate and appropriate first aid to students, staff, volunteers and visitors and the procedures in place to meet that responsibility.

The governing legislation for First Aid in the work place is the Health and Safety (First Aid) regulations 1981 and their approved codes of practice (ACoP) which is revised periodically to ensure high standards are maintained. Although the regulations only require the employer to provide cover for staff, it is the School's policy to extend this cover to children and visitors. The school pays regard to the Guidance on First Aid for Schools Best Practice Document published by the DfE.

This policy applies to

- the whole school, including the Early Years Foundation Stage (EYFS) and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the Trustees and volunteers working in the school

This policy should be read in conjunction with Brockwood Park School Medical Policy and Inwoods Small School Administration of Medicine Policy.

First Aiders

A register of staff who hold an HSE recognised first aid certificate is held in the staff room and it includes the staff who hold paediatric first aid for the Early Years Setting. The list is also displayed on all the notice boards in the school and accommodations.

All first Aid qualifications will be renewed as required.

A qualified first aider will accompany all trips away from the school site. In the Early Years setting, all trips away from the site will be accompanied by at least one paediatric qualified first aider.

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If a first Aider is in any doubt as to their ability to deal with a situation, they should call for the attendance of the registered school nurse or call an ambulance.

First Aid Boxes

First-aid boxes contain sufficient quantity of suitable first-aid materials and nothing else. A typical first-aid box contains: plasters, sterile eye pads with attachments, triangular bandages, sterile coverings for serious wounds, safety pins, medium sized sterile un-medicated dressings, and extra-large sterile un-medicated dressings. There are lists of first aiders and location signs in designated areas around the school. In areas of higher risk (e.g. Science department, Technology and Estates departments) extra equipment is supplied.

Inspection of the first aid kit is carried out every month by Infirmary staff, and the inspection records are kept on the server. Depleted stocks are replaced as soon as possible, and sufficient back-up supplies are kept on the organisation premises. First aid items do go out of date and these are removed from the first aid box and carefully discarded.

Additional resources such as scissors, adhesive tape, disposable aprons or individually wrapped moist wipes may be kept in the first aid box or made readily available.

Away from school

A first aid kit will be supplied by the school nurse/matron for all trips, camps etc. These will be supplied according to the information on the risk assessment form and can be collected on the day of departure from the Infirmary Team.

Accident Records

All incidents/accidents are recorded on the Accident Book which is kept at Reception in Brockwood Park School and in the Big Barn classroom (next to medicine cabinet) at Inwoods Small School.

The record is kept in the First Aid and Infirmary folder in Facilities Office at Brookwood and in the Office at Inwoods Small School.

Where required, the school Infirmary Team or appropriate person will report incidents to the Health and Safety Executive as required by RIDDO.

Informing Parents

Inwoods Small School will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

Notifying Ofsted

Following a serious accident illness or injury to, or death of, any child while under the care of Inwoods Small School, the school will notify Ofsted as soon as reasonably practicable, but in any event within 14 days of the incident occurring. Local child protection agencies will also be notified and advice from them acted upon.