

**BROCKWOOD PARK SCHOOL &  
INWOODS SMALL SCHOOL including EYFS  
FIRST AID POLICY**

Last Review Date	August 2021
Policy endorsed by	The Trustees, Principal & Directors
Policy is maintained by	Infirmery Staff/ Estate and Facilities Manager
ISI Regulatory Paragraph Number	13
Next review date	August 2022
Review body	Infirmery Staff/ Estate and Facilities manager / Principal

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 workplace 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 members 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 register of qualifications and expiry dates is kept by the Recruitment Officer and on the staff files.

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 quantities 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 unmedicated dressings, and extra-large sterile unmedicated 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 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 and near misses are recorded in the Accident Book which is kept at Reception in Brockwood Park School and in the Big Barn classroom (next to the medicine cabinet) at Inwoods Small School.

The record is kept in the First Aid and Infirmary folder in the 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 RIDDOR.

### **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.