

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

Last Review Date	August 2024
Policy endorsed by	The Trustees, School Management Committee
Policy is maintained by	Infirmery Team and Estate and Maintenance Coordinator
Next review date	August 2025
Review body	Infirmery Team, E&M coordinator & School Management Committee

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1. Introduction

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 due regard to the [First Aid in schools, early years and further education](#) guidance 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's *Medical Policy* and
- Inwoods Small School *Administration of Medicine Policy*.

2. First Aiders

A register of staff members who hold an HSE recognised first aid certificate is kept in the staff office (and online), and it includes the staff who are trained in 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.

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 Infirmity Team or call an ambulance.

3. 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.

4. First Aid Equipment

4.1 Anaphylaxis & Adrenaline Auto-Injector

There are two adrenaline auto-injectors stored within a clearly labelled first aid box located within the main reception area. This is accessible to all staff who are given training on how to use the kit.

4.2 Asthma & Inhalers

Students who are diagnosed with asthma have a spare emergency salbutamol inhaler stored within a clearly labelled first aid box which is located within the main reception area. The students who have use of an inhaler shall each have a care plan and be known to staff.

4.3 AED

The AED (defibrillator) is stored below the fire panel located by the entrance to the Assembly Hall corridor. The AED is checked weekly by the Infirmary Team.

4.4 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.

5. 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 Brockwood 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.

6. Informing Parents

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