

Swanwick School and Sports College

First Aid Policy

At Swanwick School and Sports College, we aim to provide First Aid cover whilst pupils are on site ensuring that there is a qualified person on the premises at all times.

In accordance with the Health & safety (First Aid) Regulation 1981, our aim is:-

- To give immediate help to casualties with common injuries or illness.
(This will apply to pupils, staff and visitors to Swanwick School and Sports College).
- To call an ambulance, or other professional help when necessary.
- To provide proper materials, equipment and facilities for administering First Aid.

We will ensure that all staff are equipped with the knowledge of how to deal with an emergency, in the absence of a qualified person.

First Aiders

There will always be a qualified First Aider on site. There is a current list of staff trained in first aid kept in the medical room, the staffs listed hold a current recognised First Aid Certificate which is updated 3 yearly through an accredited provider.

First Aid Equipment

First Aid boxes are easily accessible, and are situated at the following locations:-

- Staff Room
- Art/DT Room
- Science Room
- Kitchen
- Food Technology
- Medical Room
- Mini Bus X 2

All staff are informed of the locations of the First Aid boxes. These are checked and replenished monthly under the supervision of designated First Aider.

Any staff administering First Aid must report this to the Head Teacher or delegated person so that the necessary Health & Safety forms required should be filled in.

Consent From Parents/Carers to Administer First Aid

Consent forms from parents/ carers authorising the school to Administer First Aid to pupils who require it are kept on file in the medical room.

First Aid / Medical Room

In accordance with The Education (school premises) Regulations (1996) the medical room is situated on the residential administration area. It is available for consultation and medical examinations by the school doctor. This room can also be used, when necessary, for the care of pupils during school hours if they are feeling unwell.

Transport

If a person sustains an injury on the school premises, which requires a hospital visit, but does not warrant an ambulance, the minibus will be used for transport, if the mini bus is not in school a staff vehicle may be used as long as it is insured to carry children in accordance with business.

Off Site Trips

Where possible, a qualified first aider will accompany pupils on off site trips.

This will depend on the number of pupils and destination. Pupils with specific medical needs should be encouraged to participate in schools trips, additional safety measures will be considered, and arrangements made for any necessary medication. Staff accompanying the pupil will be made aware of emergency procedures.

Reassessment of First Aid Provision

Swanwick School and Sports College's first aid needs will be reviewed regularly, particularly after any changes, to ensure the provision is adequate.

Informing Staff

All staff will be informed of first aid arrangements, the location of equipment, facilities and first aiders.

Staff will be made aware of available first aid training courses, and be given the opportunity to attend, where possible. All staff will be informed of the correct procedures for dealing with incidents, to prevent cross infection.

Notifying Parents/Carers of Accidents/Incidents

If a pupil has an accident at school, their parents/carers will be contacted, as soon as possible, by the staff. If the pupil requires a hospital visit, we will arrange for the parent/carer to meet the pupils at the hospital.

Communicable Diseases

On discovering that a pupil has a communicable disease, action taken in relation to school attendance will vary according to the nature of the infection. If a pupil shows signs of an infectious disease, including skin infections, the pupils will be taken home or isolated until home time. The length of exclusion time will vary depending on the infection.

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