



## **FIRST AID POLICY**

### **Definition**

First aid is accepted to be: The provision of immediate care to a person with an injury or illness, with the aims of preventing further injury, preserving life and promoting recovery.

### **Intent**

Meden School recognises its responsibility to provide adequate first aid provision as required under H&S regulations and DfE guidance.

It will ensure that suitable arrangements are in place to comply with regulatory requirements relating to employees who are working for the Trust and students who are under the care of Trust employees or on Trust property.

Meden School Health & Safety Policy can be downloaded from the academy website.

### **Responsibilities**

The final responsibility for Health and Safety, which includes First Aid, rests with the Trust Governing Body.

The Head of School is responsible for ensuring that the policy requirements are put in place and maintained but he/she may delegate the operational activities to ensure this takes place to other staff on site.

All first aid trained staff are responsible for providing first aid assistance, within their competency, when it is required and to do this to the best of their abilities and training.

Non-first aid trained staff are required to act appropriately if they become aware of any individual requiring first aid whilst going about their normal employment. This includes acting within the bounds of "in loco parentis" and ensuring that the relevant trained personnel are informed of the situation as soon as possible.

Students also have responsibility for informing an appropriate adult as soon as possible if they become aware of an individual requiring first aid.

### **Arrangements**

The number and competency of first aiders available and the number and placement of first aid kits are identified in the Academy first aid needs assessment attached.

The control of first aid equipment including regular re-stocking of first aid kits and resupply requirements will be delegated to a specific member of staff/staff position identified in this document. This member of staff will also be responsible for the collation, recording and retention of first aid reports.



All first aiders will complete a first aid report form for each incident in which they are involved and after detaching the form from the book will pass it to the student.

All regulated information will be retained in compliance with the Data Protection Act requirements.

The reporting of incidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be delegated to a designated member of staff who will be supplied training to ensure they are competent to complete this function, First Aid Lead.

Details of all RIDDOR reportable incidents will be supplied to the Head of School and Governors as soon as reasonably possible after the RIDDOR report has been completed.

The administration of prescribed medicines is not part of the first aiders remit but will be dealt with by specific identified individuals.

Arrangements should be made to take a first aid kit on any school excursions (available from Reprographics) and a member of staff who is First aid trained should participate in all off site trips.

**Other additional notes:**

Secondary level teaching establishment.

Maximum expected number of staff and visitors on site at any one time – 110.

Maximum number of pupils expected to be on site at any one time – 800. Environment is medium hazard - particular attention to practical teaching areas and specifically PE.

**List of first aid kits:**

Room	Subject	Box present?	Notes
Repro	N/A	Yes	
Reception	N/A	Yes	
Sci Prep	N/A	Yes	
Finance	N/A	Yes	
Site	N/A	Yes	
Kitchens	N/A	Yes	
Inclusion	N/A	Yes	
DT	N/A	Yes	
StaffRoom	N/A	Yes	
Minibus	N/A	Yes	



**First Aiders on site:**

FAW = First Aid at Work (3 Day Course)

SFA = Schools First Aid (1 Day Course)

EFAW = Emergency First Aid at Work (previously Appointed Persons) (1 Day Course)

Name	Role	Qualification	Date Qualified	Renewal Date
K Farnworth (Lead)	Repro	FAW	16/04/2016	16/04/2019
G Harris	Sci Tech	SFA	Feb-17	Feb-20
T Gibbon	Office	SFA	Jul-16	Jul-19
T Booth	Office	SFA	Jul-16	Jul-19
M Hague	Inclusion	SFA	Jul-16	Jul-19
A Hind	Inclusion	SFA	Jul-16	Jul-19
J Jewsbury	Office	SFA	Jul-16	Jul-19
A Alais	Library	SFA	Jul-16	Jul-19
E Street	Inclusion	SFA	Jul-16	Jul-19
C Ashley	Inclusion	SFA	Jul-16	Jul-19
Sue Robinson	Office	SFA	Jul-16	Jul-19
T Booth	Office	SFA	Jul-16	Jul-19
Sarah Robinson	Office	SFA	Jul-16	Jul-19
B Rogers	Office	SFA	Jul-16	Jul-19
R Kennedy	Library	SFA	Jul-16	Jul-19
H Fairweather	Office	SFA	Jul-16	Jul-19
J Wakeling	Office	SFA	Sept-2014	Sept-2017
F Kirk	PE	SFA	Feb-17	Feb-20
M Hamer	PE	SFA	Feb-17	Feb-20

**Reviewed by K Farnworth (First Aid Lead) Feb 2017**