

Aspris



Progress School

First Aid Policy

Introduction

It is the responsibility of the Regional Director, Headteacher to oversee that the arrangements for first aid provision will be adequate to cope with any foreseeable circumstances to staff, pupils and visitors alike.

Adequate and appropriate first aid provision will also be part of the arrangements for all out of school activities.

A number of First Aiders will be on duty throughout the day. As a minimum, they should meet the requirements of current Health and Safety Legislation, but also sufficient to ensure that activities can be carried out both on and off site.

All incidents and accidents are to be recorded in the appropriate book, and reported to senior staff to ensure that appropriate reporting procedures are followed.

First Aid boxes are to be regularly checked and restocked as appropriate.

Qualifications of staff providing first aid

The number of certified first aiders will not, at any time, be less than the number required by law.

All staff at Progress School complete the Emergency First Aid at work (with Defib.) training 1 day face to face.

First Aid boxes

The first aid boxes are checked and restocked monthly or after use. Both in the cars and in the school.

Supplies of First Aid materials will be held in the medical rooms.

First Aid room

The first aid room is available for the treatment of minor injuries and as a quiet place for when someone is unwell, a place to rest or a space to wait should an ambulance be needed.

Dealing with an incident

The first aider on call will initially deal with any accident; the first aider for the day is listed in the entrance to all sites.

If there is any cause for concern, the injured party should either be taken to the Chorley Accident & Emergency Hospital or an ambulance called; all head injuries require a doctor's examination.

In school, the first aider may call on the Headteacher for support; they will also be informed of any accident so that details can be logged and follow-up treatment ensured. Any injury to a pupil or staff when they are off site will be assessed insitu and appropriate action taken.

Reporting

A senior member of staff is responsible for informing parents and / or social workers should it be required.

All incidents or concerns are recorded in the appropriate books.

Staff log any accident to themselves in the designated Staff Accident Book.
All incidents to pupils need to be logged on the Aspris Incident/Accident Form.

Where applicable, accidents are also report to the HSE as legislation requires.

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