



FIRST AID POLICY

Audience	All Staff
Date of renewal / updates / review	
Named person responsible for monitoring	SLT i/c First Aid
Agreed by C & A Committee	20 June 2012
Agreed by Governing Body	12 July 2012

This Policy is written in the context of the school's ethos and conforms to the DfE Guidance on First Aid in Schools. UN Convention of Rights of the Child: Article 24: Every Child has the right to the best possible health. It underpins the school's policy on Safeguarding.

The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy school environment. The School also recognises its responsibility for the safety and welfare of all students at the school as paramount. All staff/new students will be informed about First Aid arrangements during induction.

First Aid Provision:

- A suitably stocked and labelled first aid container situated in the Administration Office
- Trained First Aiders to take charge of first-aid arrangements (HSE approved training)
- Information for staff, students, parents/carers on first aid arrangements
- On-going risk assessment carried out periodically
- First aid provision available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary
- The mini bus has a stocked first aid box and a portable one is carried on outside visits

Responsibilities:

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the school site.

The School is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA). This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- Number of first aiders/appointed persons
- Numbers and locations of first aid containers

- Arrangements for off-site activities/trips/work experience. This does not conflict with the responsibility of the employer or school to undertake a risk assessment to identify significant risk and necessary control measures
- Out of school hours arrangements e.g. letters, parents evenings

Hampstead School will provide qualified First Aiders who have received training approved by the HSE and updated every 3 years. Currently there are 10 appointed persons trained to HSE standard.

The school will ensure that there is an individual health plan for students with specific medical needs - Anaphylaxis, diabetes, asthma, epilepsy etc. and seek explicit permission for administration of any medication in emergency situations. Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

Any member of staff may volunteer to undertake First Aid training. All staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might expect to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

Adequate and appropriate training and guidance is given to staff who are first aid trained.

In school, the main duties of first-aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school;
- When necessary, ensure that an ambulance is called
- Record and report injuries on the Camden Accident Report Line or in the minor injuries book
- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid container/room

Signed: _____ **Date:** _____
Chair of Governors