



ST BEES SCHOOL

WHERE WEST MEETS EAST

FIRST AID POLICY

2021 - 2022

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Review by: Assistant Head

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SCOPE

St Bees School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff, and visitors.

The Education (Independent School Standards) Regulations 2014 also require a proprietor “to ensure that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy”.

This First Aid policy and associated procedures has been put in place to help us meet the legal duty and to ensure we can provide effective first aid in the event of an accident, illness, or injury during school activities.

OBJECTIVES

To ensure that there is an adequate provision of appropriate first aid at all times

To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

GUIDANCE

The Facilities Manager will be responsible for the implementation of this policy.

The Facilities Manager will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites/levels
- Location of the school
- Specific hazards or risks on the site
- Staff or students with special health needs or disabilities
- Previous record of accidents / incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave / absence of first aiders
- Offsite activities, including trips
- Practical departments, such as science, technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements

STUDENT ILLNESS

If a student becomes ill during the day, the school will contact the parents so that the child can be collected. If the student is a boarder, the Head of Boarding will be contacted and they can return to the boarding house to be supervised.



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There is access to the school Medical Centre, which is managed by the Lead First Aider.

The Lead First Aider will administer first aid and deal with accidents and emergencies or when someone is taken ill.

The school will notify parents if a student suffers anything more than a minor injury or becomes ill during the school day

SPECIFIC FIRST AID PROVISION

First Aiders

- Sufficient trained first aiders to cover day to day and other school activities will be provided
- A first aider will accompany students on visits out of school
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
- First aid training will be refreshed every 3 years.

First Aid Boxes

- First aid boxes will be provided in areas of the school where accidents are considered most likely
- A first aid box will also be taken when students leave the school on organised trips or participate in sports events
- First aid boxes will be replenished as necessary
- The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347

First Aid Notices

Lists of members of staff who are qualified first aiders will be displayed on noticeboards in the school.

Access to First Aid

All students and staff will be given information on the provision of first aid at their induction.

Records

Details of any incident which requires treatment will be recorded in the school accident book.

Calling an Ambulance

The Lead First Aider will normally be responsible for summoning an ambulance and for escorting the student to hospital. If unavailable a member of staff will always stay with a student in hospital until their parents have been contacted.



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Emergency Medical Treatment

In accepting a place at the school, parents are required to give their consent for the Headmaster or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

Medical care

This procedure is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with students who have special educational needs or specialist medical needs;
- provision of medical examinations and immunisations;
- holding medical records; and
- dealing with medicines and treatments brought to school for students.

