



**Cambridge Street School**

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# FIRST AID POLICY

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Suleman Collector (Head Teacher)

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# 1. INTRODUCTION

The First Aid procedure at Cambridge Street School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major it may be.

It is emphasised that the **team** consists of **qualified First Aiders** and not trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

# 2. THE PURPOSE OF THE POLICY

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

**NB: The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.**

# 3. FIRST AIDERS

Will:

- Ensure that their qualifications are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a pupil to take him to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a pupil who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco if parent or a relative cannot be contacted.
  - Met at hospital by a relative.
  - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room/Office. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains and bodily fluids on the ground must be cleaned up or washed away thoroughly. No contaminated or used items should be left lying around. **Refer to Managing Blood and Bodily Fluids**

## 4. THE GOVERNING BODY

Will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

## 5. HEAD TEACHER OF SCHOOL

Will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- At the start of each academic year, provide the First Aid Team and staff with a list of pupils who are known to be asthmatic, diabetic, epileptic, have allergies or have any other serious illness.
- Ensure that pupils from this list are mentioned on Risk Assessment Forms given to Staff Responsible on school trips/outings.

## 6. TEACHERS

Will:

- Familiarise themselves with the First Aid Procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students.
- Ensure that their pupils are aware of the procedures in operation.

- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to the Head Teacher and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Have regard to personal safety.

## 7. OFFICE STAFF

Will:

- Call for a qualified First Aider, unless they are by themselves to treat an injured student, or they themselves are a First Aider.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who do not feel well to the Head Teacher of School.
- NOT administer paracetamol or any other medication unless a Care Plan for a pupil is in place.

**THE EXECUTION OF THIS POLICY will be monitored by both the FIRST AID TEAM and GOVERNORS.**

## 8. VERSION HISTORY

<b>Issue Date</b>	<b>Version Number</b>	<b>Approved By</b>
September 2019	7.0	Head Teacher & Governing Body
September 2020	8.0	Head Teacher & Governing Body
September 2021	9.0	Head Teacher & Governing Body
September 2022	10.0	Head Teacher & Governing Body
September 2023	11.0	Head Teacher & Governing Body