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**Responsible Person:** Jamie Nuttall

**First Aid Policy**

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**1. Policy Aims**

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. ‘Stay calm and do no further harm’ is a fundamental first aid message.

1. **Policy Objectives**

* To ensure all pupils and staff are kept safe in the event of an injury
* To ensure that first aid provision is available at all times
* To provide relevant training and ensure monitoring of training needs
* To provide sufficient and appropriate resources and facilities
* To inform staff and parents/ carers of the School’s First Aid arrangements
* To report, record and where appropriate investigate all accidents
* To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR)

**3. Summoning Assistance**

Specific staff are trained in Emergency First Aid, and should administer first aid where appropriate at the scene. I the First Aider is required; staff should contact the office. The following information should clearly be communicated:

* Where the casualty is
* Who they are
* What has happened?
* The time since the injury took place

If an ambulance is required, the fully trained first aider or a member of SLT will either make the call, or ensure the call is made immediately. If in any doubt regarding the child’s condition or injuries, the ambulance must always be called as a precaution.

**4. First Aid Provision**

First Aid kits are distributed around school. Their location is indicated by a green First Aid sign. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. It is the responsibility of the fully trained First Aiders to check the contents and report any items that need replenishing to reception. First Aid kits will be checked periodically by the Director of Operations.