*All Schools should include this section in their policy’s arrangements section. Alter and add to this as necessary to reflect the controls in place within your School.*

[*Name of School*] understands the duties it holds under the Health and Safety (First-Aid) Regulations 1981, and we have made arrangements to ensure that the provision for first aid is in place.

We have undertaken an assessment of our first aid needs to determine the number of first aiders, the first aid equipment and first aid facilities that are required; this was completed on [*state date]*.

Our trained first aiders are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job Title/ Department** | **Level of Training** | **Expiry Date** |
| *e.g. Denise Smith* | *Teacher – Year 1* | *Paediatric First Aid* | *17/04/2020* |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

*This table may be included within this policy or stored elsewhere and signposted from this policy. The benefit of the latter option is that this policy will need to be updated less frequently.*

We actively monitor the expiry dates of our first aider’s qualifications in order to identify when further training is required and to ensure that we continue to meet, or exceed, the required number of trained first aiders, as identified in our first aid needs assessment.

It is ensured that at least one first aid trained member of staff is present at all times when children are present. First aid requirements are therefore taken into account when planning all trips/ excursions and sporting activities that are remote from the main School buildings.

First aid boxes are located in the following locations:

* *State locations*

*If first aid boxes are located in each department, this may be stated instead of listing locations above.*

If items in a first aid box are used, *[state name/ job title]* must be notified in order to allow for the box to be replenished. In addition, *[state frequency e.g. monthly]* checks are completed by *[state person(s) responsible]* to ensure that all boxes remain fully stocked, and that the contents are in date.

A defibrillator*(s)* is located in *[state locations(s)]. State here who has received defibrillator training and the frequency of training (e.g. all first aiders receive training on the use of defibrillators on an annual basis).* A function test of the defibrillator is completed on a *[state frequency e.g. daily]* basis and the batteries and pads are replaced in line with the manufacturer’s recommendations.

We have a *[first aid room / medical room – delete as appropriate],* which is located in *[state location].* The facilities include *[state facilities e.g. bed, sink, etc.] If there is a member of staff based in this area (e.g. a School nurse) provide details here.*

If first aid treatment is provided following an accident, the member of staff providing treatment must ensure that an accident report form has been completed. Completed forms are sent to *[state name/ role of member of staff]* who will review the details and submit a RIDDOR report if required.

In the event of an accident/ injury involving a pupil, their parents or guardians will need to be notified. For minor accidents/ injuries such notifications are to be made by *[state person(s) responsible for notifying parents].* In the event of serious accidents or incidents the parents or guardians will be notified by *[state member of senior staff e.g. Head Teacher].*

If any person has a serious concern about the health of a pupil, visitor/ contractor or member of staff, they should call an ambulance. If an ambulance is called the *[state responsible person(s) e.g. School Reception]* should be notified in order to ensure that any necessary arrangements are put in place (e.g. staff to meet the ambulance and escort it to the required location).

In non-emergency cases, *[state person(s) responsible for medical treatment in School, e.g. the School nurse]* will determine whether hospital treatment is required.

Where pupils have known medical conditions (e.g. diabetes, epilepsy, etc.) all relevant members of staff are made aware of this and briefed on the action to take in case of an emergency. Where necessary, members of staff are also provided with additional training (e.g. Epi-pen), in order to meet the specific needs of pupils.

When providing first aid, precautions should be taken to avoid infection. Single use disposable gloves are available in *[state locations e.g. medical room, cleaners cupboard, etc.]* and, wherever possible, should be used if there is blood or other bodily fluids present. Hand washing facilities are also available throughout the School to be used as required.

Any spillage of bodily fluids should be reported to *[state responsible person(s) e.g. cleaners, estates, etc.]* in order to ensure that the affected area is suitably cleaned and disinfected.

Details of non-emergency treatment and the provision of medication is contained within our Medication Policy.

*For further School specific information on this topic see the Department for Education’s guidance document ‘First aid in schools’, available at:* [*https://www.gov.uk/government/publications/first-aid-in-schools*](https://www.gov.uk/government/publications/first-aid-in-schools)*.*