



North

Yorkshire County Council

Children and Young People's Service

FIRST AID & MEDICINES AT WORK POLICY

SPOFFORTH C OF E PRIMARY SCHOOL

1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. The Legal Position

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out a risk assessment in order to determine which first aid facilities and personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of the school.
- Building layout.
- Past history of accidents.
- Proximity of school location to emergency medical services.
- Needs of traveling and/or lone workers.
- First aid cover in times of sickness or annual leave.

3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. It is our policy to have three staff trained to emergency first aid level. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons would be responsible for:

- Taking charge when a person has been injured or falls ill.
- Calling an ambulance where necessary

Looking after the first aid equipment and ensuring that containers are re-stocked when necessary is the responsibility ...**Mrs C Horner** if items are required.

- The school has made provision for twelve-hour paediatric first aid trained staff for children aged 0-8 years. Paediatric first aid cover is maintained at all times and on every educational visit. The quantity of staff trained ensures maintained cover in the event of sickness and staff absents. Paediatric trained staff are:-

- **Mrs H Lee**
- **Mrs L Caldecott**
- **Mrs J Curtis**

4. Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee/Pupil has been taken ill or has had an accident and you are not first aid trained, do not attempt to deliver first aid call **Mrs Horner** for assistance. Other first aiders are: -
- **Miss A Ward -First Aid at Work trained**
- No employee should use their private car to transport a casualty to hospital.
- A member of staff will accompany the sick or injured to hospital and remain until a family member, parent or guardian attends.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to . . **Mrs Horner**
- if a first aid kit is poorly stocked, this should be reported to **Mrs Horner**
- All coaches and minibuses are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident...**Mrs Morris** ...is responsible for ensuring that an entry is made in the accident book/form and send any completed ARF1 forms to county hall. The ARF 1 form will be completed and sent to county hall if any accident requires professional assistance, even if the school finds out that medical assistance has been sought subsequently.

6. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first-aider will attend an approved Health & Safety Executive course and any appointed persons will attend a basic four-hour course.

