



FIRST AID AND MEDICINE AT WORK 2015 - 2017

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 school 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.

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.

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 that all staff will be trained to emergency first aid level. First-aiders are responsible for:



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- 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 by informing **the school office** if items are required.
- It is school policy that all staff will be trained to Emergency first aid level

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 **999** for assistance. Other first aiders are : -
- Sara Till (first aid at work) July 2019
- Helen Hallam (Pediatric) August 2019
- Emily Walker (pediatric) June 2017
- Bev Catchpole (emergency first aid) January 2018
- 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.



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- 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 **Bev Catchpole**
- if a first aid kit is poorly stocked, this should be reported to **Bev Catchpole**
- 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.
- The school has made provision for twelve-hour paediatric first aid trained staff for children aged 0-5 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 Sara Till**
- **Emily Walker**

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 the first aider 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 was sought subsequently.

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.



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Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

All staff are required to follow DCSF guidance with regards to the dispensing and storing of medication. This guidance is also included in our staff handbook, passed to staff as part of the schools induction process. Further DCSF guidance is located in the school office and staffroom.

Storage & Administration of medicines

See the North Yorkshire County Council Guidance Notes for Medications in Schools.

Medicines are stored in the school in **the school office in a cupboard with first aid sign displayed.**

Parent consent forms must be signed if the school is to administer medicine

- Medicine is to be taken 4 times daily
- Name of medication
- The name of the patient
- Dosage
- Expiry date
- Directions of administration
- Precautions relating to the medicine
- The name of pharmacy / doctor

School to record medicines administered to all.

- Epi pen trained staff are: - Sara Till, Bev Catchpole, Helen Hallam, Wendy Spencer, Selina Costello, Kirstie Waterfall-smilth

Responsibilities of Personnel

The following member/s of staff is/are responsible for the administration of medicines *are:-*

Mrs Catchpole and Mrs Till



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Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

This and further information is also included in our staff handbook. Information on the current first-aider/appointed person will be provided on the **Fire Evacuation and first Aid Notices**. These can be found in the following locations: - **All classrooms and Public areas**.

First aid boxes can be found in the following areas:

- **Classroom stock cupboards**
- **Staffroom**
- **School office**



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