



POLICY TITLE	First Aid Policy
DATE REVIEWED	January 2022

# First Aid Policy

## 1. Rationale:

Minet Junior School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits.
- To ensure that trained First Aid staff renew, update or extend their HSE approved qualifications at least every three years.
- To have a minimum of 2 trained First Aiders on site at any one time. Such people will be able to responsibly deliver or organise emergency treatment.
- To ensure that a trained first aider accompanies every off-site visit and activity.
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils in EYFS.

## 2. Location of First Aid Facilities:

The first aid room is located in the main admin area; it is for first aid treatment and for pupils or staff to rest/recover if feeling unwell. This includes; a bed, first aid supplies, a water supply and sink, an adjacent bathroom and hygiene supplies such as gloves and paper towels.

## 3. Responsibilities of the Trained First Aiders:

Provide appropriate care for pupils or staff who are ill or sustain an injury

Record all accidents in the accident book (to be found in the first aid room).

In the event of any injury to the head, however minor, ensure that a note from the Medical Room is sent home to parents/guardians.

## 4. Calling the emergency services

**Dial 999, ask for ambulance and be ready with the following information:**

1. Your telephone number: **01895 462362**
2. Give your location as follows: **Minet Junior School, Avondale Drive, Hayes Middlesex**
3. State that the postcode is: **UB3 3NR**
4. Give exact location in the setting: **Main entrance is next to Minet Clinic**
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.