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FIRST AID (KS/B&P/010)

Committee Responsible:	Boarding and Pastoral
Lead Officer:	Deputy Headteacher
Date of Review:	February 2020
Date to be Reviewed:	February 2022
Signed:	
Date:	

FIRST AID POLICY

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	Nov 2014
2	Update	Nov 2015
3	Policy Review	Feb 2018
4	Policy Review	Feb 2020

Ref:	First Aid	Type:	Policy
Version:	04	Owner:	Deputy Headteacher
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FIRST AID POLICY

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FIRST AID POLICY

1.0 FIRST AID POLICY

- 1.1 Keswick School is mindful of the need to safeguard the well-being of all pupils, staff and visitors to the school and will ensure, as far as is reasonably practicable, that first aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations. For more details refer to the Health and Safety Policy (KS/H&B/013 & KS/H&B/046).
- 1.2 Management of first aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for training and retraining of first aid staff, provision of first aid equipment and facilities and for the recording of first aid treatment.

2.0 AIMS

- 2.1 The school aims:
- To provide a prompt and appropriate response in cases of illness and injury
 - To ensure compliance with all relevant legislation
 - To ensure there are sufficient numbers of competent staff within the school environment
 - To ensure there are suitable facilities to administer first aid
 - To identify and implement reasonably practical arrangements for dealing with first aid incidents
 - To keep accident records and report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

3.0 DAY TO DAY SUPPORT

- 3.1 The school employs a full time School Nurse. The Governing Body review matters of health and safety on a regular basis and delegate the responsibility for ensuring the policies are put into practice to the Business Director. All staff in the school are expected to do all they can to safeguard the welfare of pupils, other staff and visitors.
- 3.2 The school nurse is available from 8.45am – 3.30pm every day to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- 3.3 The school has a large number of staff both teaching and associate staff who are trained and qualified as first aiders. A list of trained staff is attached in Appendix 1.

4.0 FIRST AID EQUIPMENT

- 4.1 First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the PE department or science preparation rooms). They are clearly signed and contain details of trained first aid staff. They will be checked regularly and any deficiencies made good.
- 4.2 First aid boxes will be taken when groups of pupils go out of school on organised trips or to participate in sporting events. All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school.

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- 4.3 There are 2 defibrillators in school, one in the Sports Hall and one in the pupil reception area. **It is essential that in circumstances where a defibrillator may be needed the first action is to call for an ambulance.** Staff will be available who have relevant training in the use of the defibrillator.

5.0 FIRST AID INFORMATION/PROCEDURES

- 5.1 There are first aid notices around the school. If a pupil is injured or ill during the school day he/she must inform a teacher immediately who will then send for or send them to the School Nurse. The individual will then be assessed by the nurse or in her absence a qualified first aider. They will treat the pupil (where appropriate) and record the actions taken.
- 5.2 The individual will remain under the care of the School Nurse or first aider. In the event of there being no prospect of a quick recovery the pupil will be kept in the medical centre and parents or guardians contacted to collect them. The school office will be notified if a pupil goes home.
- 5.3 If there is doubt or concern about an individual's condition they will be taken to hospital either by ambulance or car accompanied either by the School Nurse or a qualified first aider. In all cases of hospitalisation one or both parents will be contacted and requested to go directly to the hospital where they will be met by a member of the school staff. The nearest hospital to the school is Keswick hospital where there is a minor injuries unit.

6.0 FIRST AID RECORD KEEPING

- 6.1 The school will keep records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. The school will keep a record of any first aid treatment, non-prescription medicines or treatment given to a pupil.

7.0 CONTACTING PARENTS

- 7.1 The school will always contact parents if a pupil suffers anything more than a trivial injury, if they become unwell, or if the school has any concerns about their health.

8.0 EMPLOYEES AND VISITORS

- 8.1 In the event of an injury to an employee or visitor, an accident report form should be completed by the individual concerned and forwarded to the HR Officer. In the event of serious injury, notifiable disease or dangerous occurrence the School Nurse and Health and Safety Advisor should be notified immediately. The H&S Advisor will then arrange for any necessary investigations or reporting, and the line manager of the injured employee will be informed as soon as possible.
- 8.3 Related Policies, Documents and Information
1. List of qualified first aid staff, Appendix 1.
 2. Guidance on Effective Management of ill Health in School
 3. Administration of Medication Policy (KS/C&P/048)
 4. Health and Safety Policy, ref. KS/H&B/013 & KS/H&B/046

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9.0 BOARDING HOUSE RESIDENTS AND VISITORS

9.1 During the School Day

9.1.1 If a boarding pupil is injured or ill during the course of the school day they should follow the same process as all other students. If the boarding pupil is not well enough to stay in school, nurse will contact the boarding house to arrange collection of the student. A member of the Boarding House should present themselves to Visitor Reception and ask for the student from Nurse.

9.2 Evenings and Weekends

9.2.1 The Boarding House have a number of trained First Aiders, all boarders, staff or visitors should immediately report any injury or illness to a First Aider within the house. They will treat the patient (where appropriate) and record the actions taken. For pupils, accident forms should be sent to the School Nurse, for staff or visitors accident forms should be sent to the HR Officer.

9.3 If there is doubt or concern about an individual's condition they will be taken to hospital either by ambulance or car accompanied by the qualified first aider. In all cases of hospitalisation one of both parents/guardians will be contacted and then kept updated with the boarder's process.

9.4 The nearest hospital to the Boarding House is Keswick hospital where there is a minor injuries unit.

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Trained First Aiders in School

Name	Qualification	Expiry	Provider	Department
Becca Hodgson	Emergency First Aid at Work 8 hours	Mar-21	Lakes First Aid	Catering
Bev Smith	Outdoor First Aid 2 day course	Jul-20	Active Aid	Humanities
Caroline Pattinson	Emergency First Aid at Work 8 hours	Mar-21	Lakes First Aid	Boarding House
Claire Morrisey	Outdoor First Aid 2 day course	Mar-20	Active Aid -	Humanities
Dave Cragon	Outdoor First Aid 2 day course	Mar-23	Active Aid	Science
Dave Troman	Emergency First Aid - 8 hours	Apr-22	Lakes First Aid	PE
Emma Robinson	Emergency First Aid at Work 8 hours	Jul-20	Lakes First Aid	Admin
Erica Davies	Emergency First Aid - 8 hours	Jul-20	Lakes First Aid	Boarding House
Fiona Rigg	First Aid at Work - 2 day	Jul-20	Lakes First Aid	Exams
Francesca Hamilton	Emergency First Aid - 8 hours	Apr-20	Lakes First Aid	PE
Gillian Bragg	Emergency First Aid at Work 8 hours	Jul-20	Lakes First Aid	Boarding House
Helen Doolin	Emergency First Aid - 8 hours	Apr-22	Lakes First Aid	Boarding House
Helen Rumney	Emergency First Aid - 8 Hours	Jul-21	Lakes First Aid	Art
Iain Wilkinson	Emergency Outdoor First Aid	Dec-21	Lakes First Aid	Boarding
Ian Turnbull	Emergency First Aid at Work 8 hours	Jul-20	Lakes First Aid	PE
Joe Pepper	Emergency First Aid - 8 hours	Apr-22	Lakes First Aid	Boarding/Site team
Johan Pickering	First Aid at work - 2 days	Jul-20	Lakes First Aid	Boarding House
John Horne	Outdoor First Aid 2 day course	Jul-20	Lakes First Aid	Science/Skiddaw
Judith Ross	Emergency First Aid - 8 hours	Jul-20	Lakes First Aid	Boarding House
Kate Jackson	Emergency First Aid - 8 hours	Sep-20	Lakes First Aid	DT
Kate Stanton	Emergency First Aid - 8 hours	Mar-20	Lakes First Aid	PE
Kath Mather	Emergency First Aid at Work 8 hours	Jul-20	Lakes First Aid	Food Tech
Kristina Stevens	Emergency First Aid - 8 hours	Dec-22	Lakes First Aid	Art
Marie Lee	Emergency First Aid at Work 8 hours	Sep-20	Lakes First Aid	Boarding House/Music
Mike Pickering	Emergency First Aid at Work 8 hours	Jul-20	Lakes First Aid	Boarding House
Paula Rainey	Level 2 RFU First Aid	Sep-19	RFU	Business
Sal Pepper	Emergency First Aid - 8 hours	Jul-20	Lakes First Aid	Admin
Shaun Singleton	Emergency First Aid at Work 8 hours	Sep-20	Lakes First Aid	Cover Supervisor
Sian Fleming	School Nurse - EFA 8 hours	Apr-22	Lakes First Aid	School nurse
Sophia West	Emergency First aid - 8 hours	Oct-20	Lakes First Aid	MFL
Sue Richardson	Outdoor First Aid 2 day course	Mar-20	Active Aid	Humanities
Tina Appleby	Emergency First Aid - 8 hours	Apr-22	Lakes First Aid	Boarding House
Tina Cockbain	Emergency First Aid - 8 hours	Feb-23	Lakes First Aid	Boarding House
Trudi Stevenson	Emergency First Aid at Work 8 hours	Jan-23	Lakes First Aid	Boarding House/school

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