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## FIRST AID (KS/P&B/010)

<b>Committee Responsible:</b>	Boarding and Pastoral
<b>Lead Officer:</b>	Deputy Headteacher
<b>Date of Review:</b>	January 2024
<b>Date to be Reviewed:</b>	January 2027
<b>Signed:</b>	
<b>Date:</b>	

# 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
5	Policy Review	Feb 2022
6	Policy Review	June 2023
7	Policy Review – change of staff names	January 2027

Ref:	First Aid	Type:	Policy
Version:	07	Owner:	Deputy Headteacher
Date:	January 2024	Status:	LGB Approved

# 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 (KSMAT/STAT/013 & KSMAT/STAT/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 currently employs a First Aid Officer. 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 First Aid Officer 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 can be provided on request, please contact the school.

## 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 4 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 they must inform a teacher immediately who will then send for or send them to the First Aid Officer. The individual will then be assessed by the First Aid Officer or in their 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 First Aid Officer. 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 First Aid Officer 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 both, non-prescription and 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 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, provided on request.
  2. Guidance on Effective Management of ill Health in School
  3. Supporting Pupils with Medical Conditions (KS/C&P/048)
  4. Health and Safety Policy, ref. KSMAT/STAT/013 & KSMAT/STAT/046

## 9.0 BOARDING HOUSE RESIDENTS AND VISITORS

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## 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, the First Aid Officer 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 first aider/First Aid Officer.

## 9.2 **Evenings and Weekends**

9.2.1 The Boarding House have a number of staff who are 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 First Aid Officer, 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 First Aid Officer. 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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