



# FIRST AID POLICY

This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

**Review Period**  
1 Year

**Approved by**  
Directors/Governors

**Review Carried Out By**  
Quality Team

**Date of Approval**  
August 2019

# **First Aid Policy**

## **Introduction**

Orion will deliver first aid to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

This policy will take full account of Orion's legal responsibilities under:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Department for Education 'Guidance for First Aid at Schools' 2014

The aim is:

- To provide effective, safe First Aid for students, staff and visitors.
- To ensure that all staff and students are aware of first aid procedures
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

## **Management Responsibilities**

The governing body is responsible for developing policies based upon suitable and sufficient risk assessments.

The Head of School is responsible for putting the First Aid Policy into practice and developing detailed procedures. The Head of School is also responsible for making parents aware of Orion's Health and Safety Policy including arrangements for first aid.

## **First Aid Responsibilities**

- All staff administering first aid to students will be fully trained in accordance with HSE first aid training recommendations e.g. First Aid at Work qualifications.
- Give immediate help to casualties with common injuries and illnesses (and those arising from specific hazards from school e.g. motor vehicle workshop)
- When necessary ensure that an ambulance or other medical assistance is called

## **First Aid Arrangements**

- The Head of School will appoint First Aiders and will ensure that all staff are aware of the First Aid policy and where to find it, as well as clearly displaying around the school the names of the First Aiders and where they can be found.

- The Head of School is responsible for reviewing at least annually the school's first aid needs and ensuring there are enough trained staff to meet these needs.
- The Head of School will ensure that staff training is kept up to date and arrange for any further training where necessary.
- First aid materials will be inspected on a regular basis by a nominated person, not less than once per half term and stocked up.
- First Aid may only be provided by staff with appropriate training.
- All teaching and administrative staff must be aware of any students with conditions that may lead to an emergency situation and what to do in these situations. They will be provided with a printed list outlining conditions and management and a full list will be held in the school office.
- Students may not give any treatment to other students.
- All staff must be aware of the location of first aid kits.
- A fully stocked first aid kit must be taken on school trips. Any inhalers and medication for specific students must also be taken where necessary.
- When students are unwell they will be placed in the medical room.
- At the direction of a First Aider or senior member of staff, office staff may contact the student's parents to collect them early from school.
- All accidents and injuries must be recorded in the school's accident record book, kept in the school office.

### **The School First Aiders are:**

**Ground Floor:** Georgina Mendez

**First Floor:** Emily Parker and Donald Bartley

### **Emergency Situations**

In emergency situations, if a student has a Healthcare Plan, the procedure identified on their plan will be followed where possible. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a student needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the student
2. Dial 999
3. Contact parent/carer
4. Notify the Head of School

Ensure that a student who is sent to hospital by ambulance is either:

- Accompanied in the ambulance by a member of staff if parents/relatives or guardian are not able to arrive on site in time or are unavailable.
- Met at the hospital by parent/relative or guardian

## **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

### **Procedure**

- First Aiders should ensure that everything is cleared away, using gloves, and every dressing etc. is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.
- Any bloodstains on the ground must be washed away thoroughly by staff/cleaners. No contaminated or used item should be left lying around.
- Any medication such as Ritalin, insulin, epipen will be stored in a secure cabinet and be allocated to relevant students in line with medical guidance provided by parents.

### **Record Keeping**

- First Aiders must keep a record of each student attended to, the nature of the injury and any treatment given, in the first aid book in the school office. In the case of an accident the Accident Book must be completed by the appropriate person.

### **Policy Review**

- This policy will be reviewed annually or at an earlier date if changes are required due to changes in Orion's first aid process or legislation and or Department for Education guidance.