

FIRST AID

POLICY

My Choice School ensures that adequate and appropriate equipment, staff and facilities are available for providing first aid. All staff at school location are required to undertake First Aid training with one member of staff required to take the Appointed Person training, updated every three years. The school has suitably stocked first aid box in the classrooms and office, in the cars and in the backpacks for educational visits. It is the responsibility of the Appointed Person / Headteacher at each school location to ensure that items are always replaced as they are used.

PROCEDURE

1. Staff who have attended First Aid Appointed Person training will be identified by a copy of the certificate on the office wall.
2. At least one person during the school day will have attended the First Aid Appointed Person training.
3. The school has a first aid kit accessible in the office, and in the classrooms. A first aid kit is also available in the backpacks and the cars for educational visits. The first aid kits are suitably stocked and replenished after items have been used. The first aid kits are checked twice termly by the Appointed Person.
4. Disposable gloves are accessible in the first aid kit and will be used when administering first aid. All staff will wear gloves when dealing with loss of blood or bodily fluid and all contaminated dressings etc. will be disposed of hygienically in a sealed bag. Disposable bowls are available for incidents or nausea or vomiting. The sealed bag will be placed immediately in an external bin. All spills of body fluids will be cleaned thoroughly by a member of staff.
5. Medical conditions of students are recorded in the School Admissions form in the Student File and will be recorded in the Medication File if medication is required during the school day ,or if they require a Healthcare Plan. All staff must be aware of conditions such as epilepsy, diabetes, asthma or allergies.
6. Risk assessments will be recorded for activities during the school day and take into account students' medical conditions, physical abilities and the level of hazard involved in the activity. Hazardous activities such as crafts or construction or gardening will be supervised at all times, hazardous sport activities such as swimming or trampolining will take place in leisure / sports centres and be supervised by life guards and qualified personnel provided by the centre.

7. In the event of an accident, first aid will be administered and recorded in the accident book. Accident books are available for staff and student use.

The following details will be recorded:

- The date, time and location of accident
 - Name of injured person
 - Details of the injury and what first aid was administered
 - What happened to the injured person after the accident (e.g. returned to class, accompanied to hospital, authorised absent from class and monitored by staff while in recovery)
 - Parent / carers / social workers will be informed.
8. Under the reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. This will be carried out by the Head of Education.
 9. Significant injuries such as cuts, fractures, and head injuries will require professional medical attention and students will be taken to hospital by a member of staff or an ambulance / paramedic will be called to the school location. **All head injuries** must be checked by medical personnel, this may require paramedics attending the school or for the staff or student to attend hospital. Risk of concussion will be assumed in **all** cases. Students attending hospital will be accompanied by a member of staff at all times or a parent / carer. Any significant accident or injury should be investigated in terms of undertaking a risk assessment to look at current or potential risks, hazards and dangers and preventing further occurrences.

Reviewed May 2025

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