



Atrium First Aid Policy

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Date produced: May 2015

Adopted by Governing Body:

To be reviewed: May 2018

First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Atrium Studio, through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

'First-aid' means:

- a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and
- b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981

In the event of an accident, all members of the Studio community should be aware of the support available and the procedures available to activate this.

Atrium Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, Atrium Studio will ensure that:

- Adequate First Aid cover, as outlined in the Health & Safety (First Aid) regulations 1981, is provided.
- A **first aid risk assessment** is carried out to ascertain the needs of the school and the level of provision required. It will take into account: The number of staff / students on the site
- The location of sites and higher risk parts of the school site
- The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays

As a minimum, at least one person with an HSE approved 'First Aid at Work' qualification (3-day training) must be present on each identifiably separate school site when pupils are present. This is in addition to the provision required by Health & Safety legislation.

- The necessary **first aid equipment** and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders.
- Adequate **training** and guidance is provided for First Aiders, including refresher training at

appropriate intervals.

- **List of Volunteer First Aider's** (VFAs) names, locations and contact details is available on Moodle.
- All **staff are made aware of first aid arrangements** and such information is included in the induction process for new staff.
- **Parents are made aware of the school's first aid arrangements** and the procedures for informing them if their child has received first aid treatment at school.
- A **record** is kept of any **first aid treatment** administered.
- A **record** is kept of **all injuries to staff and pupils** occurring both on and off the school premises as a result of school activities. Records will be kept relating to pupils until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years.
- Health Care Plans should be made available to all VFAs to ensure that students with specific medical needs receive proper care and support.
- The **HSE is informed of injuries that are reportable under RIDDOR** without delay.
- All **injuries to staff, pupils and visitors requiring treatment** beyond that provided by the school nurse / First Aider, are reported to the H&S team.

First Aiders

First Aiders will

- Act as a person who can be relied upon to help when the need arises.
- Assess students who become unwell during the school day. Parents will be consulted as necessary and will be asked to collect their child should the First Aider deem it necessary.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support afterwards.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by calling the Emergency Services to attend or asking parents to pick up a child to take them to hospital.
- Ensure that parents are aware of all head injuries promptly.
- Ensure that any child who is sent to hospital by ambulance is accompanied in the ambulance by an appropriate person in the absence of the parent and that the parent is informed immediately so that they can make their own way to hospital.
- Keep a record of each student attended to, the nature of the injury and any treatment given. An appropriate person may enter these details into the Accident Book in the absence of the First Aider.
- Ensure that everything is cleared away; using gloves and every dressing is put into 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. No contaminated or used items should be left lying around.
- Consult the "Spotty Book" issued by the Devon Health Protection Team (available to view on Moodle), in the case of suspected infectious illness.
- Keep parents, carers and staff informed of infectious diseases as required by the Devon Health Protection Team.

Teaching Staff

Teaching Staff will

- Familiarise themselves with the first aid procedures in operation and ensure that they know

who the current First Aiders are.

- Be aware of specific medical details of individual students as communicated by the First Aid Co-ordinator and/or Performance Leaders.
- In the event of an emergency situation, send for help to Student Reception as soon as possible either by person or telephone with full details of location and condition of the casualty.
- Ensure that they have a current medical consent for every student that they take out on a school trip, which indicates any specific conditions or medications of which they should be aware.

School Practice

All Atrium staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

All First Aiders are covered by the Academy's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the Academy.

First Aid Equipment and Materials

A list of the location of first aid equipment should be kept, and First Aid boxes should be prominently displayed in Student Reception.

Subject Leaders in areas where boxes are located are asked to notify the First Aid Co-ordinator when supplies have been used in order that they can be restocked without delay.

The First Aid Co-ordinator is responsible for stocking and checking the first aid kits on a regular basis. Additional supplies are available from him/her if necessary.

Appendix 1

The First Aid Co-ordinator is ...tbc