

**Outcomes  
First  
Group.**

# **First Aid Policy**

**Policy Folder:  
Safeguarding**

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## Document History

Version	Comments/amendments	Name	Date
1.0	Version 1	Gerry Stone	September 2018
1.0	Version 1 no changes	Lyndsey Jeffries	June 2019
1.0	Version 1 no changes	Lyndsey Jeffries	June 2020
2.0	Changes to reflect new accident reporting system	Emma Tucker Gould	June 2021

## **Materials, equipment and facilities.**

The school will provide materials, equipment and facilities as dictated by the needs of the risk assessment.

The location of First Aid Kits in school are;

- Emergency grab bags in each classroom and reception
- Company vehicles

The location of the defibrillator(s) is:

- School External wall (community defibrillator)

The dedicated 1<sup>st</sup> Aid room is located on the main corridor

The contents of the kits will be checked on a regular basis by the facilities department and stock replenished as required.

Only prescription medication is accepted onsite and is secured in the office in the safe or the lockable fridge in the first aid room. Consent forms and administration records are kept in the office. This policy should be read in conjunction with the Supporting Pupils with Medical Conditions policy.

Appointed persons for 1<sup>st</sup> Aid are listed at regular intervals around the school. Training will be provided by the school as required to ensure that nominated personnel retain their qualifications and appropriate numbers of first aiders are on site when necessary.

## **Offsite activities/transportation.**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication as appropriate.

A person who has been trained in first aid will accompany all off site visits.

## **Information on First Aid arrangements.**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits/defibrillators

In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

## **Accident Reporting.**

Accident reporting is done via the company online accident reporting system InfoExchange .

### **Pupil accidents involving their head.**

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians and contact will be made over the phone at the end of the day.
- Head bump forms are kept in the Main Office.

### **Transport to hospital or home.**

- The Head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called, following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only school vehicles insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

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