



# **FIRST AID POLICY**

**June 2024**

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## **1. Policy Statement**

Ysgol y Rhos recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the school qualified to cope with minor injuries the designated first aider at Ysgol Y Rhos is Hannah Bayley - Administrator. Ysgol y Rhos fully complies with the Health and Safety (First Aid) Regulations 1981. Which note that 'Employers' legal duties' are to - The Health and require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is required. Employers should carry out an assessment of first aid needs to determine what to provide.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

Further guidance can be found making adequate and appropriate provision for first aid in First aid at work: The Health and Safety (First aid) Regulations 1981 - Guidance on Regulation.

## **2. Equality Statement:**

Ysgol y Rhos aims to design and implement services, policies, and measures that meet the diverse needs of our school, pupils and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Equality Act (2010) including the Human Rights Acts 1998 and promotes equal opportunities for all.

This document has been assessed to ensure that no pupil or employee receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

## **3. First Aiders**

Ysgol y Rhos ensures that a qualified first aider is available at all times when pupils are on site.

First Aiders will 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 where required.

## **4. Action to be taken when dealing with bodily fluids**

- Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice.

- Put all used paper towels and cloths into a yellow bag for incineration.
- Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water, then rinse with a bleach solution.
- Discard gloves and disposable aprons into a yellow bag for incineration. Finally wash your hands thoroughly using soap and water.
- Ensure that everything is cleared away, using gloves, and that every dressing etc is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the foot operated bin in the first aid room.

## **5. First Aid containers/boxes**

All staff at the school have access to a first aid box whilst at the school. The first aid boxes are kept in the staff room at the school in (block A) and in the kitchen area of the school building (block B). It is suggested that the box should contain:

- An HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped sterile triangular bandages (preferably sterile)
- 6 safety pins.
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile non-medicated wound dressings.
- 2 large (approximately 18cm x 18cm) sterile individually wrapped non-medicated wounds dressings.
- Pack of 10 pairs of disposable gloves.
- Alcohol free wound cleaning wipes.
- Eye wash.

## **6. Record keeping**

In all situations where staff or pupils are injured and require first aid during the school day, either in school or during an off-site activity, the school should keep a record of each pupil attended to, the nature of the injury and any treatment given. In the case of an accident, the Accident Book must be completed by the appropriate person.

Parents/carers should be informed of any accidents that happen during the school day.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be made to the Health and Safety Executive.

## **7. Calling an ambulance**

First aiders will exercise their professional judgement when assessing whether the presence of an ambulance is required in order to effectively treat an injury to a pupil or staff member. Under the following circumstances an ambulance would be required with immediate effect:

- Serious head injuries.
- Compound fractures.
- Suspected heart attack.
- Severe asthma attack.
- Serious allergic reactions (anaphylactic shock).

- Extensive bleeding.

The pupil will be:

- Accompanied in the ambulance by a member of school staff or carer.
- Followed to a hospital by a member of staff to act in loco parentis- this only applies to teachers not carers; or a member of the care staff team
- Met at hospital by a carer or other appropriate adult e.g. social worker.
- The first aider need not be the member of staff to accompany the casualty to hospital. However, an appropriate person should be sent. The most senior member of staff on site should ensure that lessons are covered in the event of an absent teacher.

### 8. Head Teacher:

The head teacher will:

- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure that all new staff are made aware of first aid procedures in school.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event of an injury, the pupil **must** be referred to a first aider for examination.
- At the start of each academic year, provide all staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.

I can confirm that I have read and understood this policy.

Signed:

Directors

Date

Headteacher

Date

I can confirm that I have read and understood this policy.

**Name (print):**

**Signature:**

**Date:**
