



WESTFIELD SCHOOL

First Aid Policy

Date Produced	February 2019
Original Author	Emma Jenkins
Review Due	September 2023
Updated	October 2022
Reviewer	Emma Jenkins
Ratified by Governors	

Westfield School has assessed the need for first aid provision and has identified that the school requires **6** qualified first aiders holding the **First Aid at Work Certificate** and **5** qualified first aiders holding the **Emergency First Aid Certificate**. Westfield school also requires **5** qualified **Paediatric First Aiders** to provide immediate first aid to our Early Years pupils.

RESPONSIBILITIES

Appointed Person

The School Business Manager is the appointed person and is responsible for overseeing the arrangements for first aid within the school.

The appointed person's duties include ensuring:-

1. First aid supplies are available in the Medical Room and checked/stocked on a termly basis.

The First aid boxes are located in the following areas:

- 6th Form Kitchen
- 6th Form Work Room
- Ryeland Food Tech Kitchen
- All classrooms
- Westfield Staffroom
- Polytunnel
- Both Minibuses

2. A sufficient number of personnel are trained in first aid procedures at all times

Current staff qualified with **First Aid at Work**:

- Zoe Williams – Lower School
- Val Jacks – Student Wellbeing Lead
- Rachael Reno – Robin Class
- Kath Tisdale - Hedgehog Class
- Gemma Williams – Otter Class
- Sam Bell – 6th Form

Current staff qualified with **Emergency First Aid at Work**:

- Jennie Holloway – Woodpecker Class
- Nicky Jones – Hedgehog Class
- Cara Lewis – Upper School
- Chris Jones – 6th Form
- Katie Rolinson – Fox Class

Current staff qualified with **Paediatric First Aid**:

- Zoe Williams – Lower School
- Kirsty Hayward – Hedgehog Class
- Kath Tisdale – Hedgehog Class
- Rhianna James – Squirrel Class
- Harriet Gurney – Squirrel Class

3. That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).
4. To scrutinize such records for accuracy in notes/comments made reporting outcomes to the Head Teacher and the Governors Resource Committee.

First Aiders

First aiders at Westfield School are expected to provide the following level of basic first aid during school hours within the school and on school led trips and residential experiences:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and a child who is suffering from shock
- Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints
- Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
- Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and a child who has sustained and electric shock
- Know how to provide first aid to an adult, infant and a child with burns and scalds
- Know how to provide first aid to an adult, infant and a child who has been poisoned
- Know how to provide first aid to an adult, infant and a child who has been bitten or stung.
- Have knowledge of our pupils and their needs e.g. Asthma/ Allergens/ Medical conditions and treatment plans

1. First aiders are responsible for ensuring that the “First Aid Minor Injury Log” and the “Accident, Incident and Illness Report Form” located in each staffroom is completed for all treatment and that the necessary details are supplied for the reporting of accidents and/ or incidents.
2. First aiders are responsible for completing first aid and handing over aftercare to a competent person (another first aider).

Example:

A child receives a bump during playtime and receives first aid from a qualified first aider, Person 1. The treatment administered was a cold compress, the child should then be transitioned to the class first aider, Person 2. The child should have 1:1 care until the treatment is complete and all equipment is disposed in the clinical waste. If there is not a qualified person in class Person 1 must swap duties with another staff member within class until the treatment is complete.

3. It is the responsibility of the first aider to inform the class teacher of the accident/ incident the child was involved in.
4. It is the responsibility of the first aider to inform SLT if a pupil requires additional medical intervention e.g. hospital care, GP or dental treatment. This initiates the Local Authority – Accident reporting procedure and RIDDOR compliance.
5. It is the responsibility of the first aider to restock first aid boxes after administering first aid.
6. It is the responsibility of the first aider to notify the School Business Manager if supplies are running low in the central store, located in the Medical Room.

Teacher

1. It is the responsibility of the class teacher to ensure that any application of First Aid is written into the students’ home book with reference to the completed “Accident, Incident & Illness Report Form” enclosed and/ or a telephone call made to ensure the parent or carer is informed adequately.
2. It is the responsibility of the class teacher to be involved in handing the child to the parent or carer if the child needs to go home due to an accident and/ or incident.

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid Log is up to date. The Logs are stored in both staffrooms. All record keeping must contain the following information:

- First Aid Log – detailing date, time, child’s name, injury description, treatment given, first aider name, accident form, and head bump letter.
- It will be the responsibility of the School Business Manager to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Head Teacher and the Governors Resource Committee.

Monitoring and Review

This policy will be monitored by the School Business Manager and reviewed in accordance with any new guidance given. The Governors sub-committee, Resources will have the responsibility of reviewing and ratifying the policy bi-annually.

The Head Teacher and School Business Manager will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school.

First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

This policy will form part of a period of induction of any staff member who is new to the school.

Name	Signature I am signing to say I have read and understood my roles and responsibilities as a First Aider at Westfield School and will comply with all requirements outlined within this policy.
Zoe Williams	
Val Jacks	
Rachael Reno	
Kath Tisdale	
Gemma Williams	
Sam Bell	
Jennie Holloway	
Nicky Jones	
Cara Lewis	
Chris Jones	
Katie Rolinson	
Kirsty Hayward	
Rhianna James	
Harriet Gurney	

Westfield School Accident Reporting Procedure

