



Policy Title: First Aid & Accident

Responsibility: All staff

Linked to:

- Health & Safety
- Safeguarding

The Headteacher and the Proprietors, accept their responsibility under the Health & Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. The staff of Fairlight Glen recognise their statutory duty to comply with these regulations and report accordingly.

“First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill”. Staff administering First Aid will seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Arrangements for First Aid

The school will:

- Report and record accidents using the relevant paperwork.
- Record all occasions where First Aid is administered to employees, visitors and pupils.
- Supply equipment and materials to provide First Aid treatment.
- Arrange and review, through the Proprietors, appropriate First Aid training.
- Undertake a regular review of the First Aid requirements of the school.
- Maintain a regular check of the First Aid equipment.
- Ensure all staff are aware of the First Aid Policy.

Trained Staff

Members of staff currently trained in First Aid will be posted throughout the school. No member of staff should attempt to give First Aid unless they have been trained. All staff will complete basic First Aid training.

First Aid Supplies

First Aid provision can be found on each floor. On the ground floor this is in the kitchen, on the first floor it can be found in the Headteacher’s office, and on the second floor in the Sick Room.

Accidents involving bumps to a Pupil’s head

The consequence of an injury from a bump or blow to a pupil’s head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required the information will be communicated with the home.

Transport to hospital or home

The Headteacher will consider the appropriate action needed in the event that urgent medical attention is required. When such attention is required an ambulance will be called and home informed. Non urgent offsite attention will be facilitated via home or school transport.