



## Morley Memorial Primary School First Aid Policy

Policy Name	First Aid Policy
Person Responsible	Katy Kowalska
Reviewed by	Full Governing Body
Date of Review	October 2018
Frequency of Review	2 years
Next Review Date	October 2020

This policy is written as an extension of the School's Health and Safety Policy, endorsed by its Governors.

### **Policy Statement**

Morley Memorial Primary School will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all children and members of staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities or injured on School premises.

### **Aims/Objectives**

The aims and objectives of this policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises as identified in individual risk assessments.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid at all times, and in all relevant locations, and that an accident book of legally required design is available in which to record first aid administered.
- Ensuring the above provisions are transparent and clear to all who may require them.

### **Responsibilities**

- The Headteacher will ensure that the First Aid Policy and Procedures are regularly reviewed.
- The Headteacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- A sufficient number of teaching and non-teaching staff will be offered First Aid training, including Midday Supervisors.
- The Headteacher will ensure that First Aiders are offered training to a competent standard, which includes refresher training.

- The school's Office Manager will, in conjunction with the Business and Community Development Manager and Resources Committee, ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- The school's office staff will ensure that suitable first aid equipment is provided.
- The school will ensure that a first aid notice is displayed in the school office which lists the names of First Aiders and their contact details.
- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book.
- Confidential details of all pupils must be recorded and stored correctly as per data protection guidance.
- Teachers will ensure that the policy is followed and that first aid arrangements are catered for during activities such as project work in the school grounds, play times and field trips.
- The Headteacher will notify the relevant organizations of any serious accident or injury to, or serious illness of, or the death of, any child whilst in the school's care and act upon any advice given.
- First aid boxes will be available at all times with the appropriate content to meet the needs of children.

### **Arrangements**

- Records of the risk assessments will be held centrally.
- First aid course booking forms will be processed by the school's Office Manager.