

**REDROOFS THEATRE SCHOOL
MAIDENHEAD**

**FIRST AID POLICY
2017/18**

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Purpose

The School recognises its responsibilities to provide First Aid and will ensure that pupils, staff and visitors will be well looked after in the event of an accident, no matter how minor or major, and have access to appropriate facilities and materials at all times during the working day. At all times when pupils are on site a trained First Aider will be on duty.

General Guidance

At Redroofs School for the Performing Arts we provide the necessary equipment and facilities to ensure that adequate first aid cover is available to staff, pupils and visitors. This provision is available at all times while people are on the school premises, and also off the premises whilst on school visits. This provision is supplemented with a risk assessment to determine any additional provision that may be necessary.

Under the Health and Safety at Work Act, Redroofs School must ensure the health, safety and welfare of its employees, so far as is reasonably practicable. The provision of first-aid facilities is based on an assessment of the First Aid need within the workplace, appropriate to the circumstances. The School recognises the need for trained First Aiders and Appointed Persons, in sufficient numbers and throughout the school staff. Also, there must be adequate first aid supplies at suitable locations to enable first aid to be administered to pupils, staff and visitors without delay.

The School provides training and updates the training of teaching and support staff for valid First Aid at Work and Appointed Persons and Emergency Aid certificates.

Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Anyone bringing temporary or contract staff onto the school premises are responsible for ensuring that the First Aid Policy is adhered to.

Role of First Aid Administrator

- To ensure that first aid cover is available throughout the school day.
- To be called upon to give help and assistance for major and minor injuries with care, compassion and courtesy.
- To keep updated students medical records and consent forms.
- To provide the staff with lists of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.
- Provide the school with correct and regularly stocked first-aid containers, which are green and marked with a white cross.
- Provide travelling first-aid kits for school outings.
- Ensures that there are Accident Books that comply with the Data Protection Act 1998, and they are used correctly.
- Keep a written and signed record of those attended to, the date, time, and the nature of the injury or ailment, any treatment given.
- Provide updated lists of the First Aiders, Appointed Persons, and other trained personnel and the locations of first aid boxes.
- Maintain strict hygiene at all times, use of gloves readily available, ensure the safe disposal of contaminated waste in yellow bags and bins.
- Out of school hours the responsibility for First Aid provision passes to the event organiser.

Role of the First Aider (Responder)

- Must have completed a training course approved by the Health and Safety Executive (HSE), which is updated every three years.
- Ensure that first aid cover is available throughout the working day.

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible (wearing gloves where loss of blood or bodily fluid is evident).
- Ensure that an ambulance or other professional medical help is called when necessary.
- Help fellow First Aiders at an incident and provide support during the aftermath.

Role of the Paediatric First Aider

- Must have completed Appointed Persons Paediatric First Aid training (12 hours)

Role of the Appointed Person

- Must have completed Appointed Persons Emergency First Aid training
- Takes charge when someone is injured or becomes ill.
- Summon other professional medical help when appropriate.

(Appointed persons are **not** First Aiders. They should not give first aid treatment for which they have not been trained.)

First Aid Procedures

In the case of Serious Injury

- Please check the safety of the area before caring for a seriously injured person.
- Check for a response from the patient. Assess the situation and the condition of the patient. At the same time send two people to find a First Aider or an Appointed Person to give the appropriate first aid.
- If necessary, call for an ambulance.
- Send a person to School Reception or Office to ask that parent(s) or next of kin are contacted immediately
- Send the rest of the class out of the room to a suitable safe place, e.g. the library.
- *At all times stay with the patient.*
- If the person is taken to hospital by ambulance, make sure that a member of staff accompanies the patient.
- The School's Accident Form must be completed at the first opportunity by all directly involved in the incident. These are held by **Ellie Mayling**

In the case of minor injury or ailments

- In the case of minor injuries e.g. small cuts, minor burns, send to an appropriate First Aider.
- For more serious injuries call for help from School Office and/or on First Aid list
- The School's Accident Form must be completed for all accidents at the first opportunity by all directly involved in the incident (as above).
- Any accident or first aid treatment must be recorded in accident book and parents informed through a phone call from a member of staff.

Off-site Activities and Trips

The member of staff in charge of the activity or trip should obtain a first aid kit from the Pastoral Officer. Staff should ensure that they have any specialist equipment that may be required as detailed in the activity risk assessment. One member of staff should have a current first aid qualification. It is the responsibility of the person organising the activity or trip to ensure there is adequate cover.

Pupils with Special Medical Needs

The tutor in conjunction with the SENCo will draw up an individual health care plan for pupils with medical needs. Parents are responsible for supplying information about medicines that their child needs to take while at school, and for letting the school know of any changes in the prescription or the support needed. All prescription medications must be kept in the original pharmacy packaging.

The parent or doctor should provide written details including:

- Name of medication Dose Method of administration
 - Time and frequency of administration
 - Other treatment required
 - Any contra-indications and side effects
- In addition, parents must provide written consent for the treatment and administration of medication by a member of staff.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are to be found in all first aid containers.

Appendix 1

First Aiders and their Training

First Aid Responder – Ellie Mayling

The following staff have attended a 6 hour Emergency First Aid at Work course:

Name of Staff	Location in School	Date of next renewal
Ellie Mayling	Front Office	4/9/2017
Anthony Mackey	Room 2	4/9/2017
Sandra Foley	Room 1	4/9/2017
Roberta Knox	Front Office	4/9/2017
Yolanda Clarke	Front Studio	4/9/2017
Chris Bennett		4/9/2017
Elle Wilson	Admin Office (upsatairs)	4/9/2017
Marianne Mackey	Part time staff	4/9/2017

Appendix 2

Location of First Aid Kits at Redroofs School.
Staffroom
Medical Room
Front Desk
Science/Art Room
Trip First Aid Kit – Medical Room