



Approved by: FGB

Date: 1st July 2020

Status and Review Cycle 3 yearly

Person(s) responsible KLU

Last reviewed on: 1st July 2020

Next review due by: 1st July 2023

Introduction

Policy Statement

Kings International College will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Kings International College is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Health & Safety (First Aid) Regulations 1981.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- Ensuring that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of school first aid trained staff, emergency first aiders and qualified first aiders are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

School First Aid Trained Staff

At Kings International College there is one school first aid trained staff who is currently as follows:

- Sharon Tilbury

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At Kings International College there are currently 11 emergency first aiders who are as follows:

- Lisa Bartley
- Rhys Carnie
- Nicola Hinckley
- Vicki Holliday
- Caitriona Newton
- Karen Reeve
- Scott Shearer
- Katherine Searle

- Angela Singleton
- Mandy Tigwell

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Qualified First Aiders (*Those completing the HSE approved 3-day first aid course*)

At Kings International College there are currently 5 qualified first aiders who are as follows:

- Leon Dyt
- Karen Guess
- Christabel Hayter
- Janet Phillips
- Sam Varney

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First Aid Supplies in the medical room at reception
- 8 first aid kits on the premises
 - These first aid kits will be situated in the PE office, science prep rooms (S8 & S6), Design Technology workshop and classroom, Maths office (Pi12) and both Food Technology rooms
- 2 travel first aid kits
 - These travel first aid kits will be located in L9
- First Aid Kit in each minibus

It is the responsibility of the Compliance and Health & Safety Coordinator to check the contents of all first aid kits at the beginning of every half term and record findings on the First Aid Kit Checklist.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room located at reception is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- First Aid Kit
- Bed
- Chair

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness

- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital
- any head injury resulting in signs of concussion

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, a member of staff will accompany the child to hospital and remain with them until the parents or an alternative contact can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school first aider
- Date of the accident
- Type of accident (e.g. bump on head etc.)
- Treatment provided and action taken