



Kisimul Group

Operational and Education Policy and Procedure First Aid

Policy

It is the policy of Kisimul School to make adequate arrangements for the provision of First Aid by ensuring we have appropriately trained staff available at all times. Kisimul School recognises that the provision should cover all pupils, staff and visitors.

The school will ensure that there are sufficient qualified First Aiders available to provide aid during the school day in the school building and during the evenings, nights and weekends within the residential care building.

The school will ensure that First Aid information is readily available and all staff are aware of the way in which to summon help.

The School will ensure that First Aid kits for minor injuries are available for use by all staff and that they are regularly maintained.

Procedure

- The notice board in the reception area will state the names of the First Aider(s) and the location of the First Aid Box.
- All staff will be able to contact the duty First Aider via any member of staff.
- Once informed of an incident the duty First Aider(s) will attend the casualty without delay and provide emergency care as appropriate.
- If the injury is of a serious nature, a sudden collapse, breathing difficulties or not responding to initial on-site treatment then the First Aider(s) will seek further emergency aid. This will be to either call an ambulance using 999 or to refer to a medical professional.
- The senior member of staff on duty should be made aware of the problem.
- If the incident involves a pupil then their medical details should be collected and should accompany them to the hospital or G.P surgery.
- An appropriate member of staff should accompany the child/staff member to the hospital/G.P. surgery. The member of staff should be

able to give the medical professionals all relevant and appropriate information.

- The Head teacher/Head of Care or Senior on duty will then contact the parents/guardians immediately. In the case of a child being accommodated under a Care Order (section 31 of the Children Act) the duty social worker for the relevant social services department should be contacted.
- The First Aider is responsible for ensuring where appropriate that the accident /incident is recorded in the appropriate format. The recording should be completed detailing time, date and location of accident/incident.
- Following an accident or incident necessitating first aid intervention consideration should be given to appropriate cleaning up of any bodily fluids. The First Aider should follow the guidelines in the [Infection Control Policy](#) to ensure appropriate and effective cleaning.
- The First Aider is responsible for refilling the First Aid Box following an incident.
- The Head Teacher / Head of Care /Team Leader is responsible for ensuring that the accident / injury/ incident is recorded in the handover report and the pupil's medical book.
- At the earliest available opportunity the Health and Safety Manager should be informed by the senior person in charge of the shift, if a student has been taken to hospital. A RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995) report will then be completed and sent by the Health and Safety Manager to the Health and Safety Executive in line with the Health & Safety at Work guidelines.
- The Head of Care or Support Manager will inform Ofsted and any other authority as appropriate, of any accident and/or incident and its circumstances that necessitated a pupil being taken to hospital.

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