

FIRST AID POLICY

Policy Statement

Stanbridge Earls School will undertake to ensure compliance with the relevant legislation with regard to first aid for its students and staff and to extend this undertaking to visitors to the site as far as is practicably possible.

Aims and Objectives

This policy will be achieved by:

1. Ensuring that there are a sufficient number of trained First Aiders on duty for the numbers and risks on the premises and whilst on school outings.
2. Ensuring that there are suitable and sufficient facilities and equipment available for the administration of first aid.
3. Ensuring that the above provisions can be easily identified and located.

Responsibilities

School Governors and Headmaster

- Ensure that suitably qualified staff are employed to fulfil the schools requirements in line with current Health and Safety legislation.

Health and Safety Officer

- Ensure that sufficient and suitable assessments are carried out by staff in relation to activities both on and off site.
- Arrange appropriate training for staff to become competent in risk assessment.
- Display the relevant Health and Safety documentation in a suitable area.
- Circulate information to relevant departments as needed i.e. C.O.S.H.H. reports.
- Provide appropriate documents for the recording of "accidents".
- Review reported accidents and incidents and report these findings to the Health & Safety Committee.

Head of Medical Department

- Review the First Aid policy annually or more frequently as needed.
- Liaise with the various departments within the school so that there is suitable first aid provision in line with current Health and Safety legislation.
- Provide first aid equipment and arrange training in response to risk assessments, C.O.S.H.H. reports and any other reviews by staff.

Heads of Departments

- Ensure that first aid needs within their areas are assessed and addressed.
- Appoint a first aid co-ordinator for the department if required.
- Organise the provision and replenishment of first aid equipment.
- Ensure that the first aid equipment is clearly labelled and that suitable first aid notices are displayed.
- Ensure that funds are clearly identified within their departmental budgets for first aid training.

First Aiders

- Respond promptly to calls for assistance.
- Ensure that they are familiar with the location of first aid equipment.
- Provide first aid within their levels of competence.
- Report details of the injury or illness and any treatment given.

A O'Neill

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