



REDROOFS SCHOOL FOR THE PERFORMING ARTS

FIRST AID POLICY

SEPTEMBER 2023 - JULY 2024

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.

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.
- To provide 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.

- Ensure that there are Accident Books that comply with the Data Protection Act 1988 and they are used correctly.
 - Keep a written and signed record of those attended to, the date, the time, and the nature of the injury or ailment and any treatment given.
 - Provide updated lists of the First Aiders, and other trained personnel and the locations of the 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.
 - Ensure that first aid is covered throughout every 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.
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Role of the Appointed Person

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

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 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.
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- The School's Accident Form must be completed at the first opportunity by all directly involved in the incident. These are held by **Ellie Wadie**. The forms can be located at the front reception area. If Ellie Wadie is not present, the staff member must complete the accident form.

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.
- 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 Reception Area. 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.

Children who require medication whilst on site at Redroofs or whilst in our care must have written details of the following:

Name of medication Dose Method of administration

Time and frequency of administration

Redroofs First Aid Policy - Updated AUGUST 2023

To be reviewed - AUGUST 2024

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 and at the front reception.

Location of First Aid Kits at Redroofs School for the Performing Arts Maidenhead, SL6 4JT:

Front Desk/Reception area in the cupboard.