



“I have come in order that you might have life – life in all its fullness.”
John 10:10

First Aid Policy

Policy reviewed:	<i>22/2/2017</i>
Next review:	<i>Spring 2020</i>
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: <i>Yes/No</i> On school website: <i>Yes/No</i>	

FIRST AID POLICY

1. Statement of intent

This policy needs to be read in conjunction with the section entitled 'First Aid' in the Somerset County Council Health and Safety Manual, see section HS 012, issue date: October 2007, updated June 2013.

2. Aim/Purpose

Christ Church C of E First School will:

- make adequate provisions for First Aid;
- assess the needs based on a number of factors; this will depend on the number of staff, site hazards and its activities;
- determine the number of trained personnel required.

3. Systems and procedures

The School Business Manager will:

- be responsible, with the Headteacher and Health and Safety Governor, for all the Health and Safety requirements of the school – this includes the provision for First Aid resources, training and equipment;
- conduct an annual First Aid risk assessment;
- ensure that the outcomes of the assessment are implemented;
- ensure that there is suitable First Aid cover at all times on the school site and on any off-site visits and activities;
- ensure an appropriate number of suitable staff are trained in First Aid at Work (three-day course), Emergency First Aid at Work (one-day course) and Paediatric First Aid, in line with Health and Safety regulations and/or Somerset CC guidance;
- ensure that First Aiders attend refresher courses and that the school keeps up-to-date records of this training;
- ensure that there are adequate and appropriate signs so that staff are aware who the First Aiders are and where the equipment is sited;
- provide information to staff on First Aid arrangements.

First Aiders will:

- make the decision to call the emergency services if necessary following an accident;
- maintain simple factual records and provide written information to a doctor or hospital as required;
- ensure the maintenance of the First Aid boxes and facilities, alerting the School Business Manager if First Aid supplies are running low or have been depleted;
- attend a requalifying course every three years;
- not attempt to give First Aid for which they have not been trained or if their First Aid qualification has lapsed.

4. Monitoring and reviewing

- It is the responsibility of the Headteacher to monitor and review the effectiveness of all policies relating to the school.
- The Headteacher will review and update this policy as required.
- The Headteacher will update and amend this policy and its procedures in line with any emerging and relevant Health and Safety legislation or Somerset CC guidance.