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Newfield School First Aid Protocol (Pupils & Children)

<u>Title</u>	First Aid – Pupils & Children	<u>Review Date</u>	November 2020
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Rationale

As part of our on-going commitment to Health & Safety and following an assessment of First Aid provision the following protocol will outline safe working practices & procedures in and out of school.

Directives

The following directives must be adhered to:

Managing First Aid in School

First Aiders at Work

Mathilde Sharrocks/Jen Hull/Karl White/Linsey Cardoo/Nathan Wilkinson/Sharon Reid are qualified First Aiders at Work (FAW) and are responsible for administering First Aid treatment to staff & adult visitors only.

First Aid Provision for Pupils and Children in School

21 Paediatric First Aiders have been trained in order to administer First Aid to Pupils in school, on school trips or outings.

16 Emergency First Aiders at Work (EFAW) have been trained and can administer First Aid to staff, visitors and pupils in school and whilst on trips or outings.

First Aid must be administered to children and pupils by a trained First Aider in school.

Pupils requiring non-urgent First Aid:

- First Aid must be administered by staff First Aiders
- Treatment given will be recorded in the First Aid Book, located with the First Aid Box.

In the event of a child becoming ill and/or all other urgent/emergency situations, a member of the nursing team may be called on by the First Aider



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to support whilst awaiting the arrival of the emergency services.

First Aid Provision in School

A Staff First Aider must be present in the building throughout the whole of each working day.

First Aid Provision must also cover holiday periods and after school events, as required.

First Aid Stations are installed in Main School and the School for Autism. The locations are:

Main school:

Reception
Pool
ARC office (old office)
Atrium stairs
Staff room
Atrium
SLT (old office)

School for Autism:

Staff room
Kitchen
Reception
Hygiene room (West wing)
Hygiene room (North wing)

The contents list of the First Aid box is clearly indicated in each box.

- The contents list and quantities of stock in the boxes should be maintained at all times by the nominated persons.
- Any usage should be recorded in the individual First Aid stock book.
- The stock book should be kept in the First Aid box at all times.

Nominated Person(s)

Site Staff are responsible for checking and ordering First Aid supplies

The nominated person(s) are responsible for monitoring stocks levels, replenishing used supplies and ordering stock for all First Aid Kits to be used in and out of school.



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Auditing should be carried out weekly or before, as required.

This should include:

- All 12 First Aid stations in school
- All 6 First Aid 'Kitbags' for use on class/group outings
- 2 First Aid Boxes, 1 on each of the school minibuses

Managing First Aid out of school

A First Aider will, at all times, accompany each school trip off site.

A Paediatric First Aider or an Emergency First Aider must escort classes and groups on school trips, links, visits and outings or when individual pupils are required to enter the community as part of the curriculum.

A number of smaller First Aid 'kitbags' are located in the Assistant Heads Office (Old Pupil Services office) in Main School (3), and in Autism Reception in the School for Autism(3).

These kits will be taken by class groups on all visits and must be signed in and out of school when in use by the First Aider.

The group/class First Aider should check the kitbag before use and identify any missing contents.

Any missing or defective contents should be reported immediately.

A First Aid Box is carried on each of the school minibuses.

Notes

The First Aid Protocol and Safe Working Practices outlined in this document should be reviewed on an annual basis.