



## **Independent Educational Services Ltd.**

### **First Aid Policy**

First Aid Provision – Lead by Daniel Roberts (Primary First Aider) [All IES staff are first aid trained.]

#### **Our Policy**

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 and reflected in our Health and Safety Policy. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate.

#### **Responsibilities**

- a) The Director(s) is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed in the building.
- b) First Aid is administered in the rear of the building and is labeled as such
- c) Portable First Aid kits are taken on educational visits and are available at all times
- d) A qualified First Aider will go on any educational visit or risk assessment will indicate location of First Aider

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance



- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
  - First aid books are located at Cross Street, in the office and Long Street, in the office – these are to be completed at the first available opportunity following an incident whilst on site, or off site at a location without a first aid resource available.

### **Head Injuries**

- a) Parents/carers are informed of a head injury by a phone call. Parents/carers are advised to monitor the patient and seek medical advice.
- b) First Aiders contact parents/carers by phone if they have concerns about the injury, explaining any treatment and advice administered thus far

### **Location of First Aid Kits**

As per Department for Education guidelines [First Aid in Schools, published 15<sup>th</sup> Aug 2000, updated 12<sup>th</sup> Feb 2014], IES is responsible for determining the suitability of First Aid requirements. In this capacity, we have allocated first aid rooms on sites with more than a maximum of 8 staff and students, namely Cross Street, Long Street and the Bungalow. All other sites offer first aid kits in case of emergency.

- First aid hut (Behind kitchen at Cross Street)
- First aid room (first floor at Long Street)
- Classroom on right (Bungalow)
- Cupboard under the stairs (1 Eadie Street, 1 Priory, 17 Priory)
- In each company car for trips out;
- In staff personal cars;
- In the STORE CUPBOARD (all staff shown upon appointment)
- First Aiders only hold keys to any medication cupboard

### **First Aid Audit**

First Aid Audits are the responsibility of the Primary First Aider, Daniel Roberts. Each site is audited on a termly basis, the audit is located on the company SharePoint portal. All products



are replenished regularly in line with regulations as per the maximum number of staff/students on site.