

Procedure for	First Aid		
Associated Priory policy		Number	Policy Number
Associated Regulation/Standards		Number	Standard Number
Unit	Progress School	Signature (Author)	Lisa Sharrock
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1.0 Introduction

It is the responsibility of the Principal and the Registered Managers for seeing that the arrangements for first aid provision will be adequate to cope with any foreseeable circumstances to staff, pupils and visitors alike.

Adequate and appropriate first aid provision will also be part of the arrangements for all out of school activities.

A number of First Aiders will be on duty throughout the day. As a minimum, they should meet the requirements of current Health and Safety Legislation, but also sufficient to ensure that activities can be carried out both on and off site.

All incidents and accidents are to be recorded in the appropriate book, and reported to senior staff to ensure that appropriate reporting procedures are followed.

First Aid boxes are to be regularly checked and restocked as appropriate.

Qualifications of staff providing first aid

The number of certified first aiders will not, at any time, be less than the number required by law.

All staff will complete Basic Life Support Training (1 day).

Senior staff in house and designated staff in school will complete First Aid at Work training (3 day).

First Aid boxes

The First Aid trainers are responsible for ensuring that boxes are well stocked. Supplies of First Aid materials will be held at both sites in the medical rooms.

First Aid room

The first aid room is available for the treatment of minor injuries and as a quiet place for when someone is unwell, a place to rest or a space to wait should be ambulance be needed.

Dealing with an incident

The first aider on call will initially deal with any accident; the first aider for the day is listed in the entrance to all sites.

If there is any cause for concern, the injured party should either be taken to the Chorley Accident & Emergency Hospital, Preston Royal Hospital or an ambulance called; all head injuries require a doctor's examination.

In school, the first aider may call on the Head of Education or Principal for support; they will also be informed of any accident so that details can be logged and follow-up treatment ensured. Any injury to a pupil or staff when they are off site will be assessed insitu and appropriate action taken.

Reporting

A senior member of staff is responsible for informing parents and / or social workers should it be required.

All incidents or concerns are recorded in the appropriate books.

Staff log any accident to themselves in the designated Staff Accident Book. All incidents to pupils need to be logged on the Priory Incident/Accident Form. Where applicable, accidents are also report to the HSE as legislation requires.

