

Policies and Guidance – First aid

Policy Title:	First Aid Policy
Why we write policies:	<i>The Thriving Small Business</i> wrote <i>7 Reasons to Writing Business Policies and Procedures</i> , identifying these as, <i>Articulation of Required Steps, Performance Measures, Process Consistency, Serve as a Training Tool, Incorporates Worker Experience, Training Refresher, Foundation for Process Improvement</i> . Whilst we agree with the points they identify, we also see them as so much more. Our policies are the reflection of who we are as an organisation, what we are collectively striving for and how we aim to achieve those goals. None of our policies are written in isolation and should be read in conjunction with one another. If you see any areas where our policies could better represent who we are, or could be developed to support achieving our objectives please let us know.
Why we wrote this one:	The health and wellbeing of everyone on our school site is of paramount importance. This policy reflects our focus on ensuring that every member of our community will be well looked after in the event of an accident.
Who wrote this? :	Julian Roberts, Director
Who reviewed this? :	Every policy is reviewed by the Senior Leadership Team and a professional from the advisory group.
How do we know this stuff? :	https://thethrivingsmallbusiness.com/7-advantages-to-writing-business-policies-and-procedures/ ,Children and Families Act 2014, SEND Code of Practice 2015, West Heath School, Five Acre Wood School, Heath Farm School, KELSI
When did we write this? :	January 2021
When are we checking it? :	January 2022
Where else can I read this? :	theviewschool.org , The school office
Our approach:	Accidents happen. It is a part of life and often we learn from these experiences. On these occasions, first aid trained staff are pivotal in providing initial care and assessing the potential risk. We offer first aid at work training to all staff, as we believe this is an area of knowledge and level of qualification that everyone should have access to.
The basics:	The View School will provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

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All staff are informed at the beginning of each academic year, and prior to the start of a new student, of any specific medical conditions or serious illnesses that could impact upon the health and safety of themselves or others.

All staff and Students will be informed who the trained First Aid staff are. Posters with this information can be found in strategic points around the school.

Medical consent for the administration of first aid and medicines are identified when joining the View School.

First aid kits are available in the medical room, in the school office and all school vehicles.

A first aid kit will be taken on all school trips.

The medical needs of students will be assessed, and the appropriate actions taken to enable participation in school activities on and off site.

First Aid kits will be checked during Health and Safety walks (see Health and Safety Policy).

We will review First Aid qualifications annually to ensure First Aid training is up to date.

We will record the details of any accident and report accordingly eg RIDDOR.

Responsibilities:

First Aid staff must follow the training they have been provided in assessing any casualty and the environment around them.

When more than one First Aider is present, they will identify which person is going to take the lead role to provide clarity and direction in any incident.

The First Aider will report incidents to tutors in order for parents to be informed / or will contact parents directly on the same day as the accident.

The First Aider will record the details of the accident including any advice to the casualty or to parents and professionals (appendix 20).

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The First Aider will recommend professional medical support in line with First Aid training guidance or at such times where they are in any doubt of the most appropriate steps.

In the event of a student needing hospital treatment, the most appropriate member of staff will attend. Once admitted, the responsibility for the young person is held by the hospital. It is the judgement of the member of staff to remain with the young person following admittance.

Parents / carers are responsible for their child upon being admitted to hospital.

First Aid staff will inform the Head Teacher of any items to be replaced in first aid kits.

First Aid Staff will inform the Head Teacher of any casualty that may impact upon the education of others.

The Head teacher will take action to minimize the impact of any accident or incident on the education of well being of the whole school cohort.

Assessing risk:

The View School will take all reasonable action to ensure the Health and Safety of the school community.

Everyone has a responsibility for looking out for one another. If you see an activity that could result in someone sustaining an injury, then inform a member of school staff whom will take appropriate action.

We are always learning:

Our policies are ever evolving and are reviewed and developed accordingly. If you have any suggestions, complaints or complements please let us know.

Appendix:

appendix 20 relates to this document.
Appendices can be found online theviewschool.org and in the school office