

7. FIRST AID POLICY

FIRST AID POLICY STATEMENT

The Acorn School First Aid Policy is to provide a safe working and learning environment, so far as reasonably practical and ensure there is good first aid provision in the event that an accident does occur. All teachers are informed as to what action to take in the event of an accident and the necessary first aid equipment is provided.

FIRST AID TRAINING

The School has different levels of first aiders as follows:

Nominated First Aiders (3-day 'First aid at work' training, and this is valid until August 2019)

- James Whiting
- Oliver Whiting
- Raoul Spiegel (valid until March 2020)

Paediatric First Aider (2-day paediatric training which is valid until February 2020)

- Sarah Whiting

Mountain First Aid and AED Awareness (expires August 2019)

- James Whiting
- Oliver Whiting

Other members of staff with first aid training (1-day training which is valid until May 2020):

- Katrina Bartholomew
- Yael Hochenberg
- Sarah Whiting
- Mark Indge
- Grace Kim
- Judyth Sassoon
- Lucie Walker

FIRST AID KITS

A full first aid kit is held, and available for use in the **school office**. Supplementary first aid kits are in the **workshop, most class rooms** and in the **minibus**. There are also small kits kept in the office to be taken on outings and trips. The contents are checked regularly, but staff are also instructed to inform the office if they notice anything is missing.

A First Aid Kit needs to be taken on all school trips and, in the event of an accident, a report completed on return to school.

ACCIDENT REPORTING

All accidents must be recorded in an accident report book. This is kept in the office and reports are filed in the first aid section of the filing cabinet on completion, which is a data protection requirement. The only exception to this is where Melissa is given for mild stomachache, or Arnica or Calendula cream used on minor aches and pains. Any time a child cuts themselves, falls and is hurt, or suffers any sort of blow or

injury to their head, it must be recorded, by law. Any blow to the head, however minor it may appear, must be reported to the child's parents.

If there is any question that a **child's injury is serious**, for example that a bone may be broken or a head injury could have occurred, **one of the first aiders must be consulted** on whether any further action is required.

Any accident that results in a fracture (other than of a finger or toe), or requires the child to be taken straight to hospital, **must be reported to the Health and Safety Executive**. In the event of such an incident it is vital that the first aider who deals with it writes a comprehensive account of what happened, and tells the office immediately.

Children must always be supervised during school hours, including all break-times, and there must be a member of staff on gate duty when children are arriving at or leaving school.

Signed: Graeme Whiting (Headmaster)

Updated: 1 June 2017

To be reviewed: 1 June 2018

By whom: Headmaster

EDUDOC.FIRSTAIDPOLICY.06.2016