

## **Biddenham International School & Sports College**

### **FIRST AID POLICY**

Biddenham International School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting all members of staff, students and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all members of staff, students and visitors.

Biddenham International School will take every reasonable precaution to ensure the safety and wellbeing of all members of staff, students and visitors of the school.

Caroline Gray, Sanctuary Co-ordinator is responsible for ordering first aid equipment/supplies.

Heather Harris, Business Manager has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

#### **Legal framework**

This policy has due regard to statutory legislation, including, but not limited to the following: The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

#### **Aims**

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

#### **The aim of this policy is to:**

Ensure that the school has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.

Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury. In the first instance for staff to send students to the schools Medical,

Health and Wellbeing provision, the Sanctuary where they will be treated in accordance with their medical needs, monitored and then either returned to the classroom, kept in the Sanctuary, sent home (after contacting parents or those with parental responsibility) or for emergency services to be contacted as deemed appropriate. Secondly, for a designated first aider to be called to assist and treat appropriately.

Ensure that medicines are only administered at the school when express permission has been granted for this. **(The appropriate form can be found [here](#) and returned to school FAO of Caroline Gray, The Sanctuary, Biddenham School).**

Ensure that all medicines given are recorded and signed and dated by a member of staff to say they have been administered and for students to sign receiving the medication.

Ensure that all medicines are appropriately stored in a locked medication cupboard located in the Sanctuary.

### **Promote effective infection control.**

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- Individually wrapped sterile adhesive dressings/plasters (assorted sizes);
- Sterile eye pads;
- Individually wrapped triangular bandages (preferably sterile)
- Unmedicated wound dressings;
- Disposable gloves.

The lead first aider (Caroline Gray) is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

### ***List locations***

First aid boxes are located in the following areas:

Sanctuary	A Block
Science Block	PE Department
Food Tech Block	Site Office

## **List of First Aiders**

Lead first aider - Caroline Gray

Julie Giles

Jamie Giles

Rob Ciantar

Michael Evans

George Foy

Paul Ray

Ed Evans

Helen Brown

Ree Ann Vaughan

**Date of Next Review: September 2024**