

General Statement

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 considering staff, student numbers, medical needs, building layout and off-site activities. 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.

The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment to determine what first aid facilities and personnel are necessary to meet the needs of our school. The school First Aid RA is on the company Share drive. We are also required to review this assessment annually to ensure that the current provision is adequate; review dates are published in the header of this policy. To comply with these Regulations, our assessment has considered several factors, including the following:

- Size of school and business
- Type of school
- Building layout
- History of accidents
- Needs of travelling and/or lone workers

The Write Time will ensure that there are always two (2) First Aid trained (Emergency First Aid at Work [schools]) members of staff on the school site when students are present. The Write Time will also ensure that at least one member of staff on any off-site school trip is First Aid trained to the same level. The school will ensure that form-group-specific first aid kits are available to be taken off-site by form tutors and/ or trip leads throughout the academic year.

All First Aid kits conform to BS 8599-1 standards.

Due to student and staff allergies, The Write Time also trains core staff in the use of EpiPens for administration on or off the school site. Staff trained in First Aid and Anaphylaxis First Aid must be clearly displayed on the Medical Board outside the school medical room. Full risk assessments must take place for all students and staff that may require the use of an EpiPen.

The Write Time have invested in 2 x AED devices that are available for use both internally and by the general public. These are to be stored behind reception (x 1) and by the Sports Hall stairwell (x 1). Full audio instructions are given by the machines so that any member of staff of the public can feel confident in using them. AED devices are compliant with DfE specifications and maintained regularly. Staff are trained in their use.

Responsibilities of First Aid Personnel

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

Appointed persons are responsible for:

- In the absence of a first aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary

First aid duties are voluntary unless contractually agreed. Staff must not administer medication without appropriate training and consent.

Procedures

The following are general first-aid-related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice if necessary.
- Once the situation has been dealt with/resolved, an Accident Report must be completed by the member of staff that was leading on the situation as soon as possible to maximise the accuracy of reporting. Accident Reports are located on schoolpod, and instructions for how to log an accident are listed at the end of this policy (Appendix A). Only in the event of schoolpod being unusable/ unavailable should a hard copy version be made. In this event, a copy should be transferred over to schoolpod as soon as possible.

Procedures for each accident/event that requires a First Aider will be assessed on a case-by-case basis. First Aiders have been trained for various scenarios per national legislation. As examples, these first aid incidents could involve blood loss, insect bites/stings, concussions, sprains and strains, etc.

All incidents and medication administrations are logged securely and reviewed regularly. Accident reports inform future risk assessments (please refer to the Accident Reporting policy and Health & Safety policy).

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to the office so that used supplies can be replenished.
- If a first aid kit is poorly stocked, this should be reported to the office.

- Staff on visits/ school trips off-site are expected to always carry a first aid kit with them. Staff/ trip leads are responsible for informing the admin team when it is poorly stocked.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in Accident Reports on the accident book in the office or on BrightSafe (please refer to the Accident Reporting policy).

Children with Medical Needs

A list of children who may need EpiPens, inhalers, or who have diabetes etc. will be kept in the student's medical file. The most up-to-date student medical requirement data can be printed from the school MIS (Arbor) before off-site trips etc., by going to Reports/ Student/ Medical Details/. The location of each child's EpiPen or inhaler will be kept in the medical file when they are on-site and with the first aider offsite.

If any medication is to be administered while on school premises (on a temporary or regular basis), full details of such a request must be provided by the child's parent/ carer with a copy of the associated prescription. Upon receipt of this request (and the associated medication and paperwork), it is of paramount importance that exact records are kept of when (and by whom) medication has been administered. In every instance, the 'TWT Medicine Administration' form (Appendix B) must be completed fully, and with all checks carried out. The 'live' version of this form will be stored in the Student Medicine box in the administration office, and a template of this is attached to this policy for development purposes.

Only TWT staff trained in medical administration are permitted to administer medication that is stored in the Student Medication box, unless an off-site visit requires the trip's designated lead to hold (and take responsibility) for administration.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, all staff, including temporary and supply, are briefed on first aid arrangements. First aiders and appointed persons are listed and updated regularly. Information on the current first-aider/appointed person will also be provided on staff notice boards.

First Aid boxes can be found in the following areas:

- TWT Main building: Reception, Kitchen, Medical room, Sports Hall.
- TWT therapies building: Art room, DT lab.

All First Aid boxes comply with BSi and SJA recommendations of BS-8599-1 when fully stocked. 5 x Off-Site visit First Aid kits are also available and conform to the same BSI.

Contents of all First Aid boxes are to be checked regularly by the office administration and evidenced by the completion of a Health and Safety Inspection Log (First aid kits audit) in the office.

Appendix A

Contents List - First aid kit

Contents	Small	Medium	Large	Travel
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

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