

First Aid Policy

Ysgol Llanbedrog



Approval Date: 22/10/19

Review Date: Autumn Term 2022 (annually)

Signed on behalf of the Chair of Governors: Alaw Ceris

Date: 11/12/23

Full Training

- MHO- 20/1/22
- GLJ- 10/11/22
- SAE- 19/10/22
- CEH- 10/11/21
- MMO- 20/1/23

One day training

- LIM- 17/2/23,
- MJ - 17/2/23
- EHW - 17/2/23

1. First Aid Personnel

- 1.1 The headteacher will carry out an assessment of first aid needs of the school on an annual basis
- 1.2 The school will ensure that adequate numbers of staff are trained as first aiders or appointed persons in keeping with the county guidelines (see Section 3.1 of Medical Needs in Schools file).
- 1.3 Staff must volunteer to be trained as first aiders as there is no contractual obligation.
- 1.4 It is the responsibility of those staff trained in first aid to inform the headteacher of the date their certification expires. Sufficient notice should be given in order that places can be reserved on 'refresher' courses.
- 1.5 A list of those staff trained in first aid will be displayed on the door of the treatment room.

2. First Aid Equipment

- 2.1 The school provides first aid boxes located in: the treatment room, the school minibus and the laboratory. These boxes are stocked with the items listed in Section 3.4 of the Medical Needs in Schools file.
- 2.2 Any stock used from either of the first aid boxes must be replenished as soon as possible. School staff who use any first aid stock must inform the school secretary who is responsible for maintaining the first aid boxes.
- 2.3 When staff use the treatment room for administering first aid, it is their responsibility to ensure that it is left in a clean and tidy state.
- 2.4 Any spillages (body fluids or other) must be cleaned as soon as possible and done so by following the Universal Precautions for dealing with such spillages (copies of the precautions are available in Section 6.1 of the Medical Needs in Schools file and on the Health of the Nation poster in the treatment room).

3. Reporting Accidents

- 3.1 All work-related accidents, including near-misses, which involve any member of staff, pupil, visitor or contractor must be recorded on form HS11.
- 3.2 In the event of a major injury or death the Health, Safety and Welfare Advisor must be informed immediately.
- 3.3 Any member of staff who administers first aid to a pupil, is responsible for ensuring that the parents are notified (this may be done via the headteacher).