



The Village School

FIRST AID POLICY

General Duty

The Village School has a duty to ensure that there is adequate first aid provision for employees and pupils who become ill, or who are injured, at work. (First Aid Regulations 1981). To this end the School has made the following provision.

First Aid is defined as the immediate attention to prevent minor injuries becoming major ones. It excludes giving tablets or medicines to treat illness. We have two tiers of first aid skills:

Appointed Person

Each member of staff is an 'appointed person'.

Someone appointed to do first aid duties who may not have a detailed knowledge of first aid, and who would not be expected to do any more than 'take charge' in a situation requiring first aid, e.g. calling for an ambulance.

Some members are also:

Designated First Aider

i.e. someone holding a current first aid certificate from an organisation approved by the Health and Safety Executive (HSE).

If an incident occurs, the member of staff responsible will take charge and assess the situation to decide if they can deal with it adequately or if a designated first aider is required.

Trained staff may take action beyond the initial management stage. Others should provide aid only to the level of qualification or competence they possess.

Any incident should be reported in the Accident Book.

All groups working away from school will have at least one trained first aider in the party. Groups going off-site will also be equipped with a travelling first aid kit and a trained first aider.

First Aid Boxes

First aid boxes are sited in the Kitchen and Medical Room on the top floor, in Upper II on the first floor, and in Preparatory and the Art Room on the ground floor and in the New Hall.

Each box contains:

Antiseptic wipes	Micropore tape
Crepe bandage	Safety pins
Disposable gloves	Scissors
Fabric dressing strip*	Steristrip
Fabric plasters (various)*	Sterile wound dressings
Melolin absorbent dressings	Thermometer
Melolin adhesive wound dressings	Triangular bandage
	Tweezers
* hypoallergenic	

Guidance about level of injuries treated on site

Minor injuries only are treated on site. These would include:

- Cuts
- Grazes
- Minor bumps able to be treated with a cold pack
- Minor trips and falls

Trigger for ambulance

- Head injuries
- Major bleeds
- Suspected fractures
- Anything a member of staff would not feel confident to deal with

Guidance on hygiene procedures

- Disposable gloves to be used on all injuries involving:
 - Blood
 - Vomit
 - Body fluids

All waste to be disposed of in yellow bag in Lower II cloakroom. Sharps for diabetes treatment is to be disposed of in sharps bin in school office.

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