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**First Aid Policy**

**Aims**

The aims of the CF School first aid policy are to:

* Ensure that health and safety of all staff, students and visitors.
* Ensure that all staff are aware of their responsibilities with regards to first aid.
* Provide a framework for responding to an incident and recording and reporting the outcomes.

**Roles and responsibilities**

All Clever Fish staff are first aid qualified. The qualification must be renewed every 2 years in order to remain current. The qualification must specifically include training in:

* CPR
* Epi-Pen use
* Defibulator use

All first aid trained staff are responsible for:

* Taking charge when someone is injured or becomes ill.
* Ensuring that an ambulance or other professional medical help is summoned when appropriate.

All staff are trained and qualified to carry out the role and are responsible for:

* Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
* Sending pupils home to recover, where necessary (this has to be approved by the Deputy Headteacher or Headteacher).
* Filling in an incident form on the same day, or as soon as is reasonably practicable, after an incident (see template in appendix 1).
* Keeping their contact details up to date.

The Headteacher/Deputy Headteacher is responsible for:

* Ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
* Ensuring that staff have an appropriate qualification, keep training up to date and remain competent to perform their role.
* Ensuring all staff are aware of first aid procedures.
* Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
* Ensuring that adequate space is available for catering to the medical needs of students.
* Reporting incidents to the appropriate authorities.

Staff are responsible for:

* Ensuring they follow first aid procedures.
* Completing incident reports for all incidents they attend.
* Informing the Headteacher/Deputy Headteacher or any specific health conditions or first aid needs.

Ms. Mary will ensure there is an adequate supply of medical materials in the first aid kits and replenishing the contents of these kits.

**First Aid Procedures**

In the event of an accident resulting in injury:

* The closest member of staff present will assess the seriousness of the injury and will provide the required first aid treatment.
* The first responder will decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
* The first responder will also decide whether the injured person should be moved or placed in a recovery position.
* If the staff member judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. This will be done with the approval and support of the Headteacher/Deputy Headteacher. Once the parent arrives, the staff member will recommend the next steps to the parents.
* If emergency services are required, the Headteacher/Deputy Headteacher, will contact parents immediately.
* The staff member will complete an incident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

In the event a student feels ill, the Pastoral Lead / Headteacher will evaluate the child. If medication is required, e.g. for a headache, then the Pastoral Lead /Headteacher will call the student’s parents to confirm approval and will witness the student taking the medication. If the child is too unwell to stay in school, they will call the students parent or guardian to collect them.

**Off-site procedures**

When taking students off the school premises, staff will ensure they always have the following:

* A cell phone
* A portable first aid kit
* Information about the specific medical needs of the students
* Access to parents’ contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking students off the school premises.

**First Aid Equipment**

Portable first aid kits are kept in each the class rooms. These are monitored and re-stocked regularly. One of these kits will be taken to the field during each lunch hour and on all off-site activities. A stocked first aid bag is taken to PE and all other off -site activities.

Medication is kept in a locked cupboard with no access by students.

**Administration of Medicine**

Parents will be contacted for permission whenever any medication is administered. Without permission from a parent, no medicine is administered.

The First Aid book is kept in the first aid box in the locked cupboard. It must be completed whenever first aid is performed on any student. This must then be logged on the online CPOMS system within 24 hours.

As stated in section 3, an incident form must be completed for all incidents.

**Training**

All staff must be a qualified first aider. The school must hold a copy of their valid certificate of competence. The qualification must be renewed before it expires.

**Covid-19**

All protocols relating to Covid 19 as laid out in the Covid 19 policy will be adhered to.

**Links with other policies**

This first aid policy is linked to the Health and Safety Policy and the Covid 19 Policy

APPENDIX 1:

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**INCIDENT REPORT**

Date: Time:

Location:

Staff member reporting incident: Staff members involved:

Details about incident:

Follow up information:

Signed: