



# BENSHAM MANOR School

## First Aid Policy

Last reviewed: December 2014



INVESTORS IN PEOPLE | Gold

## Rationale

- To ensure an effective response to injuries and sudden illness in staff and pupils

## Aims and Objectives

- To make an initial assessment of illness/injury and treat where appropriate or contact parent/carer or other outside agency.
- To identify a members of staff qualified as a First Aiders In The Workplace
- To provide First Aid equipment and provision in accordance with Health & Safety recommendations
- To ensure that all staff are aware of pupil's medical conditions
- To ensure that all staff are aware of the appointed First Aiders
- To ensure all staff are aware of correct reporting and recording procedures relating to accidents

## Guidelines

- There is a designated room for First Aid.
- There is a designated First Aider plus other work place First Aiders
- All treatments must be in accordance with London Borough of Croydon recommendations
- All treatment must be recorded on Pupil Medical Record.
- Names of qualified First Aiders will be displayed in the First Aid Room and Main Office
- First Aid Boxes are located in:

Classrooms	Food Technology Room
First Aid Room	Design Technology Room
Attendance Office	Minibuses
Kitchen	P.E Office

- Children requiring First Aid treatment should be taken or sent to the school office. (Minor cuts and grazes can be dealt with by any member of staff who has attended a First Aid course). Where there is doubt or in more serious circumstances a message should be sent by reliable means to either the school office or direct to a qualified First Aider.
- Accidents to staff must be reported in accordance with LA guidelines. Accidents to pupils should be recorded in the pupil accident book, all of which is kept in the main office and an Accident Form completed.
- Serious accidents, resulting in a person being taken to hospital, must be reported to the Parent/Carer , Head or Deputy and recorded appropriately
- The Head or Deputy must be informed if it is felt necessary to send or take persons home or call for an ambulance, due to illness or injury.
- There is a separate policy for giving medication to pupils.