



ACCIDENT and FIRST AID POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

RESPONSIBLE PERSON(S)

Name	Area	Trained In	Completed
Rebecca Tindall	General Office	Paediatric First Aid	10.03.2023
Sarah Boniface	CSA	First aid at school	10.11.2021
Helen Murton	KS1	First Aid at School	20.09.2022
Filomena Frangrillo	KS2	First Aid at School	20.09.2022
Amy Pennington	KS2	First Aid at School	20.09.2022
Donna Blakeley	Foundation Stage	Paediatric First Aid	10.01.2022
Nicola Cogger	Foundation Stage	Paediatric First Aid	22.11.2021
Louise Thewlis	DHT Office	Emergency Paediatric First Aid	10.03.2023
Val Ganner	Foundation Stage	Paediatric First Aid	11.07.2022
Yolanda Bell	KS2	First Aid at School	20.09.2022
Rachel Gbemisola	CSA	First Aid at School	10.11.2021
Louise Stockley	CSA	First Aid at School	10.11.2021
Claire Greatorex	KS2	First Aid at School	20.09.2022
Diane Fish	KS2	First Aid at School	20.09.2022
Lisa Harris	KS1	First Aid at school	20.09.2022
Michelle Birley	KS2	First Aid at School	10.11.2021
Jade Smith	KS1	First Aid at School	10.11.2021
Sarah Cooper	KS1	First Aid at School	10.11.2021
Sarah Morrison	CSA	First Aid at School	10.11.2021
Yemima P	CSA	First Aid at School	10.11.2021
Nicola Farran	Foundation Stage	Emergency Paediatric First Aid	14.11.2022
Rochelle Giblin	Admin Office	Paediatric First Aid	07.09.2020
Sophie Riley	Foundation Stage	Paediatric First Aid	18.09.2023
Julie Conway	Foundation Stage	Paediatric First Aid	02.11.2023
Gemma Jackson	Administrator	Paediatric First Aid	06.09.2021
Louise Thewlis	DHT	Mental Health First Aid	05.11.2019
Charlotte Wilkinson	Foundation Stage	Paediatric First Aid	14.03.2022
Sarah Cooper	KS1	First aid at school	20.09.2022
Julianne Taylor	KS2	First aid at school	20.09.2022
Sarah Brougham	KS1	First aid at school	20.09.2022
Karen Fowler	Foundation Stage	First aid at school	20.09.2022
Corrina Yates	KS1	First aid at school	20.09.2022
Vicky Timmins	KS1	Paediatric First Aid	21.05.2021
Eve Marley	Foundation Stage	Paediatric First Aid	10.11.2023

The Policy:

- To provide adequate numbers of appropriately trained first aid personnel to deal with incidents or accidents
- To provide all first aid personnel with an effective means of communication that will enable anyone requiring the assistance of first aid personnel to contact them in a timely manner
- To ensure that, where applicable, first aid personnel are trained to deal with additional, specifically identified hazards that are not included in the standard training course
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- To be in a position to deal with or assist in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises
- To ensure that adequate provisions and personnel are provided and available during any external activities or journeys to external locations.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A team of appropriately trained first aid personnel
- A principal member of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment
- A suitable area (Hygiene Suite) where any matters of first aid can be dealt with in privacy and security and where anyone can be allowed to rest in relative peace and quiet in the event of recovery or feeling unwell
- A specific cleaning and maintenance schedule for the above area that ensures its condition is appropriate to its needs
- An accident book at each first aid station and in the Hygiene Suite to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person
- A copy of RIDDOR at each of the accident book locations to enable first aid personnel to determine whether an incident or accident is reportable as required by the current regulations
- A risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate
- Training programmes for various personnel that will enable them to deal with emergency situations.

The Responsibilities:

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that might have resulted in an accident, even if this wasn't the case to a first aider.
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly following any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting in the first aid room for a period of time.
- To inform a child's parent of any accident, irrespective of how minor. An accident report slip is to be completed explaining any first aid given and given to the child's parent for record.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of accident and incident reporting and prevention either through the organisation's own internal training system.
- All staff are given a copy of this policy in the staff handbook as part of their induction and resent a copy when updated.
- Selected staff will be fully trained in first aid skills by a competent organisation that will enable them to carry out their duties effectively and with confidence
- Some selected first aid personnel may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise
- Some selected staff will be trained in emergency first aid skills that will enable them to deal competently with emergency situations. Note that this will be compulsory for certain senior staff members.

References:

The following internal documents and official publications should be referenced in conjunction with this policy:

- Cleaning and maintenance schedule
- Accident books and RIDDOR guidance booklet
- Accident investigation report form
- Safety Summary Sheet: Staff Awareness Training Series, Accident and Incident Reporting (see **section 8/4**)
- Current sets of regulations for:
 - First Aid
 - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)