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**FIRST AID POLICY**

**Statement of Intent**

This policy outlines the MFYP Ltd responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

 **Aims**

·  To identify the first aid needs of MFYP Ltd in line with the Management of Health and Safety at Work Regulations 1992 and 1999.

·  To ensure that first aid provision is available at all times while people are on MFYP premises, and also off the premises whilst on school visits.

1)

 **Objectives**

·  To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of MFYP Ltd.

·  To provide relevant training and ensure monitoring of training needs

·  To provide sufficient and appropriate resources and facilities

·  To inform staff and parents of the school’s First Aid arrangements

·  To keep accident records and to report to the HSE as required under the

·  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**Personnel**

**The Governing Committee** is responsible for the health and safety of its employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors (including contractors).

2)

**The team leader** must ensure that a risk assessment of the provision is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. He should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. The team leader is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on the school’s arrangements for first aid are made available on request to parents.

**Teachers** and other staff are expected to do all they can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider, but should have undertaken emergency first aid training. He/she will:

·  Take charge when someone is injured or becomes ill

·  Look after the first aid equipment e.g. restocking the first aid boxes

·  Ensure that an ambulance or other professional medical help is summoned when appropriate.

3)

**The First Aider** must have completed and keep updated a training course approved by the HSE. This is a voluntary post. He/she will:

·  Give immediate help to casualties with common injuries or illnesses

·  When necessary, ensure that an ambulance or other professional medical help is called.

**Procedures**

**Risk assessment:** Reviews are required to be carried out annually - or immediately when circumstances alter - by the Health and Safety Officer. Recommendations on measures needed to prevent or control identified risks are forwarded to the governing Committee and Team leader.

**Re-assessment of first-aid provision:** As part of the schools’ annual monitoring and evaluation cycle

·  the team leader reviews the provisions’ first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc

·  the administrator monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions

·  the administrator also monitors the emergency first-aid training received by other staff and organises appropriate training

4)

·  the Health and Safety Officer checks the contents of the first-aid boxes termly.

**Providing information:** The team leader will ensure that staff are informed about the provisions’ first-aid arrangements

**Provision**

The recommended number of certified first-aiders is one per 100 pupils/staff.

 **Accommodation**

The Appointed Person will provide a suitable room for medical treatment and care of children during provision hours. This need not be a dedicated area but should be close to a lavatory and a washbasin.

**Hygiene/Infection control**

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

**5)**

**Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Head must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

For definitions, see HSC/E guidance on RIDDOR1995. HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The team leader is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

**Record keeping**

Statutory accident records: The Governing Committee must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. The Health and Safety Officer must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

·  the date, time and place of incident

·  the name of the injured or ill person

6)

·  details of their injury/illness and what first aid was given

·  what happened to the person immediately afterwards

·  name and signature of the first aider or person dealing with the incident.

The team leader must inform parents of significant incidents.

The team leader should establish a regular review and analysis of accident records for monitoring and evaluation purposes.

\* This guidance was last reviewed September 2013

MFYP Ltd

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