

## **WEIS First Aid Policy 2023**

It is the policy of Wood Edge School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid when required.

First Aid provision is available at all times whilst people are on the school premises and also off the premises whilst on school visits.

The School provides suitably stocked first aid containers which are regularly checked, kept in the following locations:

- ☐ Office
- ☐ Kitchen
- ☐ All company vehicles
- ☐ A burns treatment kit is held in the kitchen

These are located with a sign bearing a white cross on a green background.

At Wood Edge School there is a designated First Aider on site daily to take charge when someone is injured or becomes ill. They will decide whether further medical treatment is advisable (e.g. hospital visit), this is the Head of Education.

The First Aider looks after the first aid containers and equipment and is responsible for re-stocking on a regular basis. They ensure that an ambulance or other professional medical help is summoned when appropriate.

All appointed persons have emergency first aid training. The Head of Education carries the responsibility for informing the school community of the first aid arrangements. Details of who first aid personnel are, and where they are to be found, are displayed prominently as people walk into the school. Therefore, all visitors, staff and pupils are made aware of this information.

Staff take precautions to avoid infections and follow basic hygiene procedures, they have access to single-use disposable gloves and hand washing facilities, and take great care when dealing with blood or bodily fluids and disposing of dressings or equipment.

Wood Edge School has a procedure which records all accidents and provides for the reporting of fatal or serious accidents, injuries etc. to the Health & Safety Executive or RIDDOR.

The School records any first aid treatment given on site and retains these records for inspection in the statutory accident book. Visitors to the school that have an accident would also record this in accident book, but make a note that they are a visitor. Emergency contact numbers and consent for

medical treatment are obtained for all pupils. Parents are informed of significant incidents immediately by telephone where possible and followed up with the information in writing.

First aid arrangements are the subject of regular and systematic checks.

Please note: no skilled health care tasks will be undertaken by school staff.

Antony Maynard  
Head Teacher  
2023