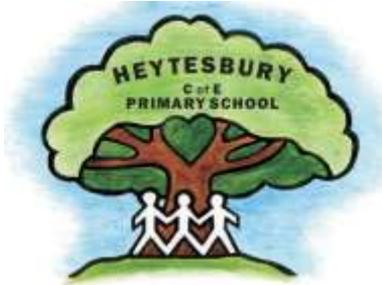


HEYTESBURY CHURCH OF ENGLAND VA PRIMARY SCHOOL



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MISSION STATEMENT

"Nurturing today's minds for tomorrow's world"

VISION STATEMENT

Heytesbury School strives to provide all children with a safe and secure learning environment. We set high standards and expectations to enable all children to do their best and achieve their full potential. A key feature of the school is our caring family atmosphere underpinned by our Church of England ethos.

At all times we offer encouragement and support. When needed, forgiveness, reconciliation, help and guidance is readily given. We want all children to establish a good foundation of knowledge and skills that, not only prepares them for the intellectual challenge presented by secondary school life, but also helps them to develop the social skills and attitudes that are needed in our rapidly changing world.

Our ethos is summed up by focussing on the following six values:

Hope, Courage, Friendship, Forgiveness, Wisdom, Truthfulness

Through adhering to these values we will ensure that the school environment is a safe and caring place where our children can, share, consider and experience ethical enquiry in order to cultivate habits required for good moral conduct.

FIRST AID POLICY

Written	January 2017
Author	Deputy Headteacher / Standards Committee
Next Review	January 2019

Principles

First Aid can save lives and prevent minor injuries becoming major ones. The Governing Body Accepts the responsibility to provide adequate and appropriate equipment and facilities for providing first aid in school.

The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for first aid
- Number of first aiders/appointed persons
- Number and locations of first aid containers
- Arrangements for offsite activities and visits
- Out of school hours arrangements, for example, lettings, and parents' evenings.

The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

In practice, most of the day to day functions are delegated to the Head Teacher, who is responsible for ensuring that the policy is put into practice, and that parents are aware of the school's Health and Safety Policy, including arrangements for first aid.

Responsibilities of school staff

Staff are expected to use their best judgement at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their children.

The Head Teacher must arrange for adequate and appropriate training and guidance for staff who volunteers to be first aiders and ensure that there is enough trained staff.

In addition, the Head Teacher will consider:

- the individual's reliability and communication skills
- aptitude and ability to absorb new skills and knowledge
- ability to cope with stressful and physically demanding emergency procedures
- ability to leave normal duties to attend an emergency.

Duties of First Aiders

Staff First Aiders complete a training course approved by the HSE. They give immediate help to casualties with injuries or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called.

Staff who undertake advanced first aid training do so on a voluntary basis. Where possible all staff are provided with basic first aid training. The school has two part-time members of staff who have paediatric training for First Aid. The school keeps a training record and organises courses and retraining as appropriate. When identifying potential first aiders, consideration is given to the more vulnerable areas of the school and to staff most likely to accompany residential visits.

Assessment of Need

The School is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders. This is reviewed annually. The following factors are taken into consideration in the provision of first aid:

- the size and spatial arrangement for the school
- any specific site hazards.
- any specific need arising from staff or students
- accident statistics
- provision at lunchtimes, or in the case of absence, or for out of hours activities.

Providing Information

All staff, pupils and visitors to the school are informed as appropriate of the first aid arrangements. Induction programmes include first aid information.

All staff, students and visitors should know how to contact a first aider from any area of the school.

First Aid Equipment and Facilities

At Heytesbury School, the first aid box is housed in a cabinet by the staff toilet. For off site visits, a travelling first aid kit is available. Both the cabinet and the travel kit are restocked regularly by the responsible person. (Mrs Sally Lock).

Hygiene and Infection Control

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. Anti-bacterial hand wash is available in all cloakrooms.

Reporting Accidents and Record Keeping

School Staff keep appropriate records in the accident book. The Head Teacher reports relevant incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Relevant records are kept for a minimum of three years. In addition, Accident Report Records are kept by the School administrator for staff members.

The school keeps a record of treatment given by first aiders including:

- the date, time and place of incident
- the name of the injured or ill person
- details of the injury or illness and the first aid given
- what happened to the person immediately afterwards? For example went back to class.
- name and signature of the first aider dealing with the incident

In the case of any serious or significant incident, the parents are contacted by telephone.

< ----- **END OF POLICY** ----- >