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## **The Shires**

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### **Arrangements for 1<sup>st</sup> Aid**

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#### **Materials, equipment and facilities.**

The school will provide materials, equipment and facilities as dictated by the needs of the risk assessment.

The location of First Aid Kits are;

- Reception
- Residential corridor
- Main care office
- Kitchens
- Classrooms
- Vehicles
- Cottage care office
- Stowe court care office
- Container

The location of the defibrillator(s) is:

- Reception at the main site
- Stowe court outside

The contents of the first aid kits will be checked on a regular basis by Nathan Bentley and stock replenished as required.

Medication for named individuals must be kept within the medication rooms with The Shires buildings and will be fully labelled and a MAR sheet in place.

Appointed persons for 1<sup>st</sup> Aid are listed on the attached schedule. Training will be provided by the school as required to ensure that nominated personnel retain their qualifications.

#### **Offsite activities/transportation.**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication as appropriate.

A person who has been trained in first aid will accompany all off site visits.

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## **The Shires Arrangements for 1<sup>st</sup> Aid**

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### **Information on First Aid arrangements.**

The SLT will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits/defibrillators

In addition the SLT will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

### **Accident Reporting.**

See section 2.5 of this policy for accident reporting procedures.

### **Student accidents involving their head.**

The Shires recognise that accidents involving the student's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head injury' letter will be sent home to the student's parents or guardians together with the copy page from the First Aid book.
- Head injury forms are kept on The Shires sever in blank templates.

### **Transport to hospital or home.**

- The SLT will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the SLT will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, then the SLT may decide to transport the pupil to hospital

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**The Shires**

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**Arrangements for 1<sup>st</sup> Aid**

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Where the SLT makes arrangements for transporting a child then the following points will be observed:

- Only school vehicles insured to cover such transportation will be used.
- No individual member of staff should be alone with a student in a vehicle.
- The second member of staff will be present to provide supervision for the injured student.