

Materials, equipment and facilities.

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

The location of First Aid Kits in school/home are;

- Main Office
- Kitchen
- Vehicles
- School Office
- RM's Office

The location of the defibrillator(s) is:

- Main Office

The dedicated 1st Aid room is located in the main office in School

The contents of the kits will be checked on a regular basis by Amy Merchant and stock replenished as required.

Medication for named individuals should be kept within the main office in lockers are reasonable temperature.

Appointed persons for 1st 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.

Information on First Aid arrangements.

The Principal will inform all employees at the school/home 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 Principal 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/home's first aid policy.

Accident Reporting.

See section 2.5 of this policy for accident reporting procedures.

Pupil/Children accidents involving their head.

Follow the head injury procedure.

Transport to hospital or home.

- The Principal 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 Principal will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital

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

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