



PATRON
HM THE QUEEN

LVS Oxford

First Aid Policy



First Aid	Responsibility:	Head Teacher
Reviewed: September 2018	Next Review:	September 2019

Reviewed by: Louisa Allison-Bergin

This policy replaces all previous first aid policies.

What is the Legal Framework?

The Chief Executive and Trustees establish the overall Health and Safety Policy of the Licensed Trade Charity. This policy sets out the Charity's approach to provide a high level of First Aid support.

The Charity is committed to complying with all relevant legislation in particular the:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)
Health and Safety at Work Act 1974

The Responsibility of the Employer

The Charity will demonstrate its responsibilities by:

- ensuring the Head Teacher is responsible for putting policy into practice
- providing insurance arrangements to cover claims arising from actions of staff in the course of their duties
- reviewing first aid policy
- providing proper material, equipment and facilities at all times
- providing adequate first aiders/appointed persons
- confirming the arrangements for off-site activities
- confirming out of hours arrangements e.g. lettings, parents evenings
- developing policies covering safety in school- based on risk assessments carried out by a competent person



The Responsibility of the Head Teacher

The Head teacher will adopt the role of Competent Person for first aid

The Competent Person will:

- be fully conversant with Health & Safety legislation
- ensure First Aid Risk Assessments are completed annually
- produce Action Plans from the assessments – and communicate relevant details to the Chief Executive and Trustees
- maintain a level of competency within the staff structure by attendance at relevant courses in first aid
- ensure that there are sufficient qualified staff to meet statutory requirements and assessed need
- selecting the appropriate training for volunteers
- inform parents of First Aid Policy
- maintain records of any reportable injury, disease or dangerous occurrence
- record any first aid treatment



Staff Tasks

All employees will have the opportunity to volunteer for first aid qualifications; however, as a member of staff you will be expected to maintain the following standards of behaviour:

1. ensure that you familiarise yourself with this first aid policy and the protocol in the Staff Handbook
2. comply with expectations of staff, pupils and parents in reacting as a responsible adult
3. conform with all instructions, whether verbal or written, that are given in order to ensure personal safety and the safety of others
4. complete the induction programme which includes a day's first aid training
5. report unsafe materials, equipment or conditions within the work place
6. draw immediate attention to The Head Teacher or Leadership Team to any work situation which may present an imminent danger to yourself or others
7. act in securing the welfare of children at all times
8. take basic precautions to avoid infection by following hygiene procedures
9. understand the needs of children with a diagnosis on the autism spectrum and make sure that information is given visually and verbally



Training

There are two main qualifications

- first aiders – a training course approved by the Health & Safety Council
- appointed person - short day course covering emergency first aid training designed to improve competency and confidence

What skills will trained staff have?

First Aiders will be able to

- give immediate help to casualties with common injuries or illness
- ensure when necessary that an ambulance/medical professional is called

What needs to be done in the building and grounds in order to comply with the First Aid Policy?

You will see:

- notices displayed in prominent places; at least one in each building
- notices giving details of the location of nearest first aid box and a list of qualified staff
- all first aid containers having a white cross on a green background
- first aid boxes that are easily accessible and are placed near a washing facility
- first aid box in all vehicles

Responsibilities of First Aiders

All appointed First Aiders at LVS Oxford have the following responsibilities towards pupils, staff and visitors:

- Be readily available
- Follow the principles, practices and aims of first aid, as laid down by the HSE: Preserve life



- Prevent the condition worsening
- Promote recovery

- Quickly and accurately assess the situation
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond their capability
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others
- Arrange, without delay, for the transfer of a casualty where required to the school nurse, their GP, hospital or home, according to the seriousness of their condition
- Stay with the casualty until they are handed over to the care of a doctor, nurse, paramedic, hospital A&E unit or other appropriate person
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so
- Not to undress any patient unnecessarily
- Safeguard the patient's clothing and possessions
- Respect the patient's confidentiality at all times and not to discuss the patient's condition with anyone other than the school nurse or doctor, Head Teacher, parent or the emergency services
- Maintain the highest practicable level of cleanliness when treating a patient
- Maintain a record of all patients treated and treatment given, no matter how trivial

How does the curriculum reflect First Aid policy?

The curriculum will have:

- work programmes that reflect the need for order
- risk assessments that will be available for activities
- classroom management that will reduce the risk of injury
- behaviour monitored in the context of danger to others
- programmes of study informing learners on First Aid issues

Learners will:

- learn basic first aid for personal care
- work towards and achieve first aid certificate
- learn how to practice calm breathing in difficult situations



Other documents relate to First Aid policy

- First aid box checklist
- A list of staff qualified as first aiders
- Hygiene procedure
- Record of first aid administered
- Infection control policy
- RIDDOR records
- LVS Oxford Administration of Medication Policy
- Health & Safety Policy

Further Information

Emergency Procedures

At LVS Oxford we aim to deal with all emergency medical situations in a timely, calm and professional way. Emergency services will be called in the event of a medical emergency.

Our objectives are to provide immediate and effective care for victims of accidents/incidents; to ensure the adequate supervision and safety of other children in the vicinity, and to ensure that relevant information is communicated to all concerned parties.

If a child needs to be taken to hospital, staff will stay with the child until the child's parent arrives or accompany a child taken to hospital by ambulance.

Medical emergency:

The following situations are classified as a medical emergency and staff should dial 999 immediately:

Seizure; loss of consciousness; shortness of breath; collapse; severe bleeding that cannot be stopped; vomiting blood; suspected dislocation of a joint, or fracture; suspected ingestion of caustic substance or drugs.



If a learner is unwell whilst at school, residential learners should return to their bedroom. The resident will be assessed by The Residential Manager or School Nurse to determine the seriousness of their ailment, a decision will be made as to whether the learner should remain at school or be transported home.

Day learners should be taken to the medical room where they will remain until their parent/carer is able to collect them. Any learner that is unwell must be closely monitored by staff.

Location of First Aid Boxes

LOCATION	No
Medical Room	1
Reception	2
Central Kitchen & Dining Hall	3 & 4
Staff room, first floor	5
Minibus	6
Estates, garage block	7

All kits checked termly by School Nurse



Please also see appendix 1: list of qualified first aiders at LVS Oxford.

NAME	EXTENSION	POSITION	RENEWAL
BEALES, Nigel		Teacher	6.10.2019
BERRIDGE, Teresa		Domestic Assistant	3.1.2019
BOND, Adam		LSA	3.1.2019
BULLER, Lisa	3051	RSW	3.1.2019
DAVIES, Michelle	3051	Waking Night Support	3.1.2019
FOX, Gayle		LSA	15.6.2020
HEWSON, Sam		Teacher	3.1.2019
NICOLAOU, Kitty-Marie		LSA	15.6.2020
PAGANO, Sarah		OT	15.6.2020
PARKER-TOWLER, Suzanne	3051	Residential Manager	3.1.2019
PURVIS, Fiona		LSA	15.6.2020
REES, Paul	3004	Estates Team Leader	3.1.2019
MOUNT Sally-Ann	3051	LST	19.7.2020
SHAUKAT, Jennifer	3007	PA to Head of School	15.6.2020
THORNE, Laura		LSA	15.6.2020
WESTBURY, Silvana		LSA	15.6.2020

***Completed 3 day First Aid course**

NAME	EXTENSION	POSITION	RENEWAL
GATT, Katie*		LSA	19.7.2019
EDWARDS, Michelle*	3051	RSW	15.6.2020