**Policy Statement**

At Fulbright College, we recognize the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

As part of our commitment to ensuring a safe and healthy environment, we have adhered to the recommendations of School Council’s guidelines on first aid.

**Aims**

* To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
* To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
* To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
* To establish and maintain safe working procedures amongst staff and pupils.
* To ensure that all medicines are stored safely and administered according to instructions received from parents and Government guidelines.
* To develop first aid awareness amongst staff, pupils and other supervising adults.

**First Aid Provision**

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. We have well trained personnel as First Aiders, Emergency First Aid Appointed Persons and Paediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences.  The school also ensures that there is appropriate provision for after school clubs and activities.  People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

Fulbright College first aid needs are reviewed on an annual basis by the Business Manager, and particularly after any changes, to ensure the provision remains adequate.

Every class has a rucksack which contains a First Aid kit that are taken to PE, Swimming, and on all school visits. (Rucksacks are also taken out when the Fire Alarm is activated)

A qualified Paediatric First Aider accompanies classes on all school visits.

Fulbright College First Aid Lead will ensure that the first aid rota is up to date and each First Aider must make sure the boxes are replenished as soon as possible after use. The School Business Manager, will authorize the ordering of supplies.

**First Aid Boxes**

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials.

**Recording and Reporting first Aid Treatment**

All accidents that require a “bump and bangs” note are recorded in an accident book recording the following information:

Person’s Name

Date

Class

Injury

Treatment

Teacher informed

Signature of First Aider

There are three accident report books:

**Pupils** – minor accident book (non-reportable accidents)

**Adults** – accident book (non-reportable)

**Reportable accidents –**accident forms (CARS) (employees only)

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher who will decide on further action, including the completion of an “injury or dangerous occurrence report form.” These forms are kept in the accident folder, in the office.  If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the School Administrator will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible.  Two members of staff will accompany the child to hospital if their parents are not available.

Parents are informed of any treatment administered by a First Aider in a letter (Bumps and Bangs note).  Parents will be contacted by telephone if deemed necessary.

**Medicines in school**

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice.

A qualified First Aider or a member of the office staff will administer prescription medicines only.  The medication must be prescribed by a doctor and be in the original packaging with the child’s name clearly marked.  Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered.

A log is kept of all medicine administered plus name of the staff member administering it.  This log is kept in the school office.