



**The Robert Carre Trust**

## **First Aid Policy**

### **INTRODUCTION**

The Robert Carre Trust (RCT) is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries to staff and students occurring on the premises. This commitment includes training of personnel as required.

### **AIM**

The aim of this policy is to detail the arrangements for the provision of First Aid and medical support for employees and students whilst on the Trust's premises and on official activities away from the Trust.

### **FIRST AID PROVISION**

The Trust will:

- a. Provide information and training on First Aid to employees to ensure statutory requirements are met, operational needs are addressed and first aid support is rendered to employees and students.
- b. Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work through the staff induction process.
- c. Ensure adequate supplies of first aid equipment and facilities appropriate to the degree of risk, including for those employees who work away from site.
- d. Ensure that employees who have concerns about the provision of First Aid within any part of the organisation can inform their manager to enable the situation to be investigated and rectified as appropriate.
- e. Display notices to inform staff and students of the whereabouts of the nearest First Aider and First-Aid box.

### **PROCEDURES FOR DEALING WITH SICK OR INJURED STUDENTS**

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should be sent to the medical room to see a First Aider, accompanied by another student if necessary.

If the teacher/staff member feels that the student is too ill or injured to be moved then a designated First Aid member of staff should be called. First Aid should be administered as appropriate. Depending on the circumstances the parent/carer may be contacted to arrange for the student to be collected, or the student returned to normal activity. In the case of injury the incident will be entered into the accident/incident register and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be completed if necessary and sent to the HSE.

In more serious cases, where hospital attention is deemed necessary, the school will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance must be called and the parent contacted by the school. In the absence of a parent/carer, a member of staff should, wherever possible, accompany the student to the hospital and remain there until the parent/carer arrives. In the event of a parent/carer being non-contactable, the school will act 'in loco parentis' and give permission for any emergency treatment.

### **Accident/Illness Off-site**

If an accident occurs during an after school activity/school trip, the teacher in charge/First Aider is responsible for arranging appropriate treatment for the student concerned.

## **HYGIENE/INFECTION CONTROL**

All staff are to take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities. Care must be taken when dealing with blood or other body fluids and disposing of dressings or equipment. A Clinical Waste Disposal Bin is situated in the Medical Room at KSHS.

## **RECORDS**

A record will be kept of all treatment given by a First Aider in the Medical Incident Book. The records include:

- a. Date, time and place of the incident.
- b. Name and form/job of the injured or ill person.
- c. Details of the injury/illness and the treatment given.
- d. Name of person dealing with the incident.

### **Associated Policy:**

Supporting Students with Medical Conditions

**Reviewed by AA/JB and agreed January 2019**

**Next Review Due: January 2020**