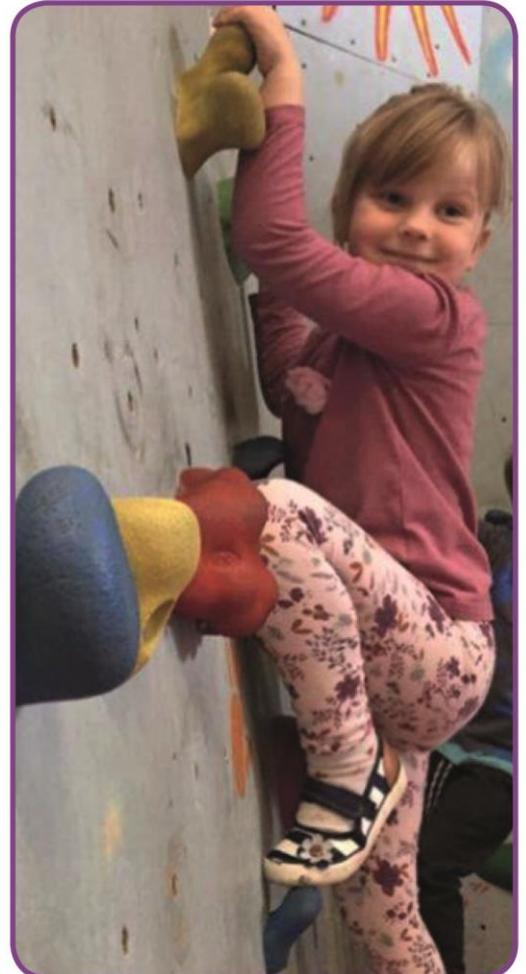


First Aid Policy 2020



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The first aid policy at Peak Education is in place to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how major or minor.

The Purpose of this Policy is to:

- Provide effective, safe first aid cover for student's staff and visitors.
- To ensure all students and staff are aware of the policy in place.
- To provide awareness of health and safety issues within school and on school trips.

First Aiders Will:

- Ensure their qualification and insurance (provided by the school) are always up to date.
- Ensure first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested and treat the casualty to the best of their ability in the safest way possible.
- Help other first aiders if requested.
- Ensure the first aid kits are adequately stocked and easily accessible.
- Insist that any casualty that has sustained a significant head injury is seen by professionals, either by sending them directly to hospital or requesting parents to pick their child up.
- Ensure that all parents are promptly aware of all head injuries.
- Ensure that any child sent to hospital is accompanied by an appropriate adult (this adult does not need to be first aid trained).
- Liaise with line manager to ensure lessons are covered if needs be.
- Keep a record of each student attended to, the nature of the injury and any treatment provided. This will be written in the accident reporting book kept in the first aid room.
- Ensure that everything is cleared away and every dressing etc is put in a yellow bag, securely fastened and placed into the bin. Any bloodstains on the ground must be washed away thoroughly.

The Proprietor Will:

- Provide adequate first aid cover outlined in the Health and Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are aware of the first aid procedures in school.

The Senior Leadership Team Will:

- Ensure they always obtain the history relating to a student not feeling well, particularly in cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event of an injury, the student must be referred to a first aider for examination.
- At the start of each academic year, provide relevant staff with a list of pupils who are known to be asthmatic, diabetic, epileptic, anaphylactic or have any other serious illness.
- Have a file of up to date medical consent forms for every student and ensure these are readily available for staff responsible for school trips.

All Staff Will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the first aiders are.
- Be aware of specific medical details on individual students when publicised by the Head teacher.
- Ensure that students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by person or telephone, ensuring the messenger knows the exact location of the casualty.
- Reassure but never treat a casualty unless staff are in possession of a valid first aid certificate.
- Send a student who generally feels unwell to the senior management team not a first aider, unless their deterioration seems uncharacteristic and is causing some concern.
- Ensure they have a current medical consent form for every student they take out on a school trip.
- Have regard to personal safety.

The execution of this policy will be monitored by the Senior Leadership Team and Proprietor.