



## **Rush Common School Professional Practice Document ("PPD") for First Aid**

### **1) Definition**

First aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. A number of staff are qualified first aiders (and not trained doctors or nurses) who will deal with an injured person in the first instance. In the event of an accident all members of the school community should use their best endeavours to support first aiders and to help activate the procedures in place.

### **2) Aims**

- to provide effective, safe first aid cover for pupils, staff, parents, and other site users.
- to raise awareness amongst staff, pupils, parents and other site users of first aid procedures and to encourage good practice.

### **3) Responsibilities**

3.1 The Board of Governors, Headteacher and Head of Operations must:

- put the first aid PPD in place and inform all staff and parents
- regularly review the school's first aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate
- provide adequate and appropriate equipment, facilities and qualified personnel
- ensure good first aid practice is being carried out within the school

3.2 The two named Heads of First Aid will:

- ensure all staff and parents have access to information about first aid arrangements. This information should include location of first aid equipment, personnel, facilities and information
- ensure staff volunteering to be first aiders attend an approved training course relevant to the age of the children for whom they are caring
- ensure first aiders attend a refresher course every three years and are tested for competence before the certificate expires
- line manage the team of first aiders, keeping them informed of any changes to procedures or decisions made by Senior Leadership Team or Board of Governors which impacts first aid practice in the school

- liaise closely with the named lead first aider to monitor and review the school's first aid needs and adapt first aid procedures to enhance practice
- ensure adequate first aid cover, wherever possible, during curriculum time, by contributing to the organisation of staff for the beginning of academic year, so that an even distribution of qualified first aiders is placed to work within each of the three Key Stages
- ensure adequate first aid cover, wherever possible, by preparing/agreeing rotas for first aid cover during break times and lunch times
- ensure first aid equipment is clearly labelled and easily accessible
- examine and check the contents of first aid containers frequently and inform named lead first aider about need to restock containers

### 3.3 The two named Heads of First Aid will:

- monitor the extra stock of first aid materials and equipment and order supplies after consultation with each other
- restock first aid containers
- inform each other of any concerns or issues relating to first aid practice

### 3.4 First Aiders will:

- ensure that they inform the head of first aid when their qualification is up for renewal and attend and complete training to refresh their skills and knowledge, sharing any revised information with the head of first aid
- ensure that they keep abreast of revisions to procedures and liaise with the head of first aid if necessary
- treat a casualty, following the procedures for first aid and guidelines for health and safety
- inform other staff where appropriate and make necessary record of incidents and injuries
- arrange for cover by another first aider if they are unable to undertake their first aid duties at break time, lunch time or other time

### 3.5 Teachers will:

- ensure that they release first aiders from other duties so that they can undertake the role of first aid immediately
- wherever possible, ensure that a first aider accompanies their class out on a visit

### 3.6 All other staff will:

- ensure that they are familiar with the procedures for first aid, including the names of first aiders and the first aiders assigned directly to their class/key stage as well as the position of the nearest first aid container and facilities

### 3.7 Pupils will:

- behave in ways that, wherever possible, keep them safe

#### 4) Review of this PPD

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team November 2018

Signed: *Jacquie Stevenson*

Headteacher

Review Date: November 2021