

FIRST AID POLICY

Rationale

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. In Dilton Marsh Pre-school it is recognised that the provision should cover all staff, pupils and visitors.

Aims

- To provide First Aid treatment where appropriate for all users of the school (with particular reference to pupils and staff).
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

Guidelines

- To ensure that there are sufficient qualified First Aider(s) available to provide First Aid cover during the school day. (This will be achieved by all staff being first aid trained and a rota system used to make sure that there is a designated first aider named at all times. This person's name will be placed on the notice board so that everyone is aware of who it is.)
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.

Procedures

- There is a rota to ensure that a qualified First Aider(s) is in the setting and on call during the school day.
- Once informed of an incident the duty First Aider(s) will go to the casualty(ies) without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the parent/guardian (or other appropriate adult) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate and does not affect the correct running of the Pre-School.
- All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc..
- The First Aider(s) is responsible for recording in the incident record sheet of treatment given.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....