



FIRST AID PROCEDURES

Thirsk School & Sixth Form College

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This procedure should be read in conjunction with the Health and Safety Policy and NYC Guidance for Supporting Children and Young People with Medical Conditions in Schools.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. A First Aid Provision risk assessment is undertaken in order to determine what first aid facilities and personnel are necessary to meet the needs of our business and is reviewed periodically to ensure that the current provision is adequate.

Giving First Aid: If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other qualified persons if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

Medical support: When a first aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if they think it is necessary, an ambulance will be called. Employees should not use their private car to transport a casualty to hospital, if an ambulance is not required, unless the injury is such that:

- a. Further waiting time for the injured party is inappropriate.
- b. Driving the injured party will not exacerbate the injury further.

Any member of staff driving an injured person should ensure that they have relevant business insurance re transport. Where appropriate next of kin should be contacted as the first 'port of



call' for any injury and where employees are transporting a casualty this should be agreed with the next of kin as an appropriate course of action; employees will act in loco parentis should next of kin be unavailable.

Spillages of body fluids: Spillages of blood, vomit, urine and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn and the waste be cleared appropriately.

Records: An accident form should be completed every time a first aider supports a casualty with injury or potential injury. As well as the usual details of the accident the name of the person giving first aid and summary details of the treatment given should be recorded.

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider.

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that any First Aider at Work will attend a three-day (18 hours) course, any Emergency First Aider at Work will attend a basic one-day (6 hours) course and any Paediatric First Aider at Work will attend a two-day (12 hours) course.

Document Status		
Date Adopted	June 2024	
Policy Owner	Site Manager	
Implemented By	Headteacher	
Signed		Headteacher Emma Lambden

All Staff on receiving this document are deemed to have read and understood the contents



Dealing with ill and injured children

Child says they are ill



Question them as to what is making them feel ill



Are they looking ill?	
Yes	No



If obviously ill, call home to collect. Ensure they sign out on InVentry and amend the register on Bromcom.	Ask them to sit for 10 minutes in reception area. Check to see if they are on the NYCC Attendance Pathway or are a persistent visitor. Complete their register mark on Bromcom.
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YES

Call AR/RW or on call to encourage to return to class. If not good, AR/RW, or On Call to decide to send home	Check on them again, ask how they are feeling. If not good, call home to collect, if ok ask them to return to class, use On Call if required
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NO

Child says they are injured



Call for First Aid to assess them



They are ok, NFA	They need further assessment
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Send back to class	Call home to collect
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Complete their register mark on Bromcom and associated paperwork. If going off site, ensure they sign out on InVentry