

PIGGOTT SCHOOL PROCEDURE



THE PIGGOTT SCHOOL: CHARVIL PRIMARY

Procedure:

First Aid

Aim:

The Piggott School will provide appropriate levels of qualified staff and equipment for the safe operation of the school, fulfil our obligations under the Health and Safety First Aid Regulations 1981, and follow recommendations made by the HSE and Department for Education (DfE).

Reference Documents:

- Health and Safety regulations 1981
- DfE - Supporting pupils at school with medical conditions document
- Wokingham Borough Council - First Aid for Schools document
- Wokingham Borough Council – Assessment of First Aid Needs
- First Aid at Work Qualification (FAW)

Changes from Last Issue:

- None

Method:

- The Piggott School assesses its first aid needs via risk assessment, this is reviewed yearly and may be reviewed after any major incidents.
- The Piggott School aims to have a minimum of 2 FAW qualified staff on each site during normal school hours.
- A list of qualified first aiders is kept up to date by student service and is published in the “Staff Handbook”.
- First Aid provision is available during the school’s main operational hours. From School Office 8.45am till 3:30pm.
- First aiders have the following responsibilities at the school:
 - To give first aid to the best of their abilities when called upon to do so.
 - To summon help if required

- To follow the schools safeguarding practices to protect the students and themselves.
 - To report all first aid treatment given
 - To restock any first aid equipment used
 - To maintain their qualification by arranging with the school appropriate courses and attending as required
- First aid stock is checked monthly by the School Secretary and topped up as needed.
 - First aid kits are kept in each classroom and taken on every school trip. These are checked on a monthly basis by the teaching Assistant and replenished as needed from the main First Aid stock. Where possible each trip has a first aider with them and may need to include any special medication requirements.
 - A defib unit is available at the school in the First Aid area, and training is given and recorded periodically for staff wanting to attend.
 - Additional training for EpiPen use and asthma awareness occurs every year.

Issued by:

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