



First Aid Policy

General Policy Statement

Wycombe Abbey School recognises the general duty under the Health and Safety at Work Act 1974 to provide as far as is reasonably practical first aid facilities. Additionally, the School accepts responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledges the importance of providing First Aid for children, employees and visitors within the School.

The School also recognises responsibility for reporting accidents and recognises the statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Principles of First Aid Organisation in School

The principles on which the School's arrangements for implementing the policy are based include:

- a) The requirement to report, record and where appropriate investigate all accidents.
- b) The requirement to record all occasions when first aid is administered to employees, pupils and visitors.
- c) Provision of a Health Centre within the School, manned 24 hours a day during term time, with equipment and materials to facilitate first aid treatment.
- d) Making arrangements to provide appropriate training to employees and maintaining a record of that training and subsequent review.
- e) The location of the School immediately adjacent to Wycombe General Hospital.

Arrangements for First Aid Health Centre

During term-time, when the girls are in School, the School Health Centre (Ext 136), located in the main car park of the Abbey, is manned 24 hours a day by fully trained nursing staff. In the first instance accidents may be reported to Pastoral Assistants or other members of staff but the Health Centre will probably be the first port of call in the event of an accident.

First Aid in School

During holiday periods when the girls are not in School, members of staff have been trained as first aiders. Details of trained first aiders may be found the schools' intranet.

School Trips

At least one First Aid Kit is to be taken on all school trips. The trip leader should consult with the Health Centre so that the kit reflects the needs of the particular trip.

Information regarding First Aid is displayed on notice boards throughout the School providing the following information:

- a) Contacting staff with a first aid qualification
- b) location of first aid boxes
- c) location of defibrillator

It is the responsibility of each member of staff to familiarise themselves with the School's First Aid Policy.

Accidents in School

During term time, any member of staff, girl or visitor requiring medical attention must report to the health centre, to receive the appropriate treatment and complete the General Accident Report Form. Once completed, the form must be forwarded to the Health and Safety Officer for retention and the appropriate action to be undertaken.

Out of term time, any member of staff or visitor requiring medical assistance should contact the Bursary for assessment and guidance. A General Accident Report Form must be completed by the staff member or visitor, and the attending staff member. The General Accident Report Form may be found on the staff intranet or alternatively from the Bursary.

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Council Committee Staff Development and Safeguarding

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