



First Aid Procedures (Primary)

Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non-employees, the purpose of these procedures is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off-site visits.

Isaac Newton Academy will promote awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However if accidents do occur, qualified members of staff will follow clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

For further information see the HSE publication: First Aid at work
The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance
<http://www.hse.gov.uk/pubns/priced/l74.pdf>

These procedures should be read in conjunction with the Academy's Health & Safety Policy which includes arrangements for first aid, the Academy's first aid guide and procedures for staff and the Academy's procedures for administering medicine in school.

The role of the first aider

The role of the first aider is to administer first aid to students and adults where accidents and incidents have occurred requiring medical assistance. Once the first aider has administered first aid, all details must be recorded on the first aid log for students/ staff and visitors.

First aiders cannot supply medication such as paracetamol, aspirin etc. If a student is in need of such medication then the First Aider on duty will contact the parent/carer to deliver the medication to school.

The role of the Operations Director

The Operations Director at Isaac Newton Academy will ensure that:-

- First aid risk assessments are undertaken (see Appendix 1)
- A suitable number of first aiders are appointed. First aiders will be responsible for administering first aid on a rota basis if required. Staff and students will be informed of the relevant personnel

- Sufficient first aid facilities and resources are available
- A report is made annually to the Local Governing Body and ARK Central
- Information and training is provided
- Accident records are kept and reported to the HSE as required under the Reporting on Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

These procedures will be reviewed every two years.

Reviewed June 2019