

# Newfield

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## Newfield School First Aid Protocol (Staff & Visitors)

<u>Title</u>	<b>First Aid – Staff &amp; Visitors</b>	<u>Review Date</u>	<b>November 2019</b>
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### Rationale

As part of our on-going commitment to Health & Safety and following an assessment of First Aid provision the following protocol will outline safe working practices & procedures in and out of school.

### Directives

**The following directives should be adhered to:**

#### **Managing First Aid for Staff and Adults visiting School**

Louise Melling/Linsey Cardoo/Debbie Riley/Sharon Reid are qualified in First Aid at Work (FAW) and are responsible for administering First Aid treatment to Staff & Adult visitors only.

Approximately 33 Emergency First Aiders at Work (EFAW) have been trained and can administer Emergency First Aid to Staff and Adult visitors to school only.

A Staff First Aider must be present in the building throughout the whole of each working day.

First Aid Provision must also cover holiday periods and after school events, as required.

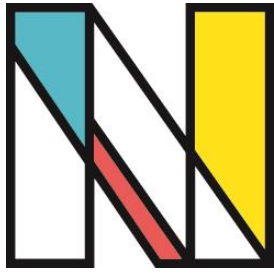
Any First Aid treatment should be recorded in the First Aid log book which is located with First Aid boxes

#### **Managing First Aid for Staff out of School**

A First Aider will, at all times, accompany each school trip off site.

A number of small First Aid 'kitbags' are located in the Assistant Heads Office (Old Pupil Services office) in Main School, and in Autism Reception in the School for Autism. Before leaving school the First Aider must:

- Collect and sign out a First Aid 'kitbag'



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- Check the 'kitbag' before use and identify any missing contents.
- Report any missing or defective contents to the staff members responsible for re stocking.

If any of the stock is used during the visit this should be recorded in the 'kitbag' log and the treatment recorded in the first aid book immediately on return to school.

On return the 'kitbag' should be signed as returned.

A First Aid Box is also carried on each of the school minibuses and the same rules for usage apply.

## First Aid Stations

First Aid Stations are installed in Main School and the School for Autism. The locations are:

Main school:

Reception

Pool

ARC office (old office)

Atrium stairs

Staff room

Atrium

SLT (old office)

School for Autism:

Staff room

Kitchen

Reception

Hygiene room (West wing)

Hygiene room (North wing)

The contents list of the First Aid box is clearly indicated in the box.

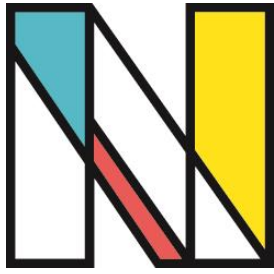
The contents list and quantities of stock in the boxes should be maintained at all times by the nominated persons.

Any usage should be recorded in the individual First Aid stock book.

The stock book should be kept in the First Aid box at all times.

## Nominated Person(s)

- Site Staff are responsible for monitoring and ordering First Aid supplies.
- The nominated person(s) are responsible for monitoring stocks levels,



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	<p>replenishing used supplies and ordering stock for all First Aid Kits to be used in and out of school.</p> <ul style="list-style-type: none"><li>• Auditing should be carried out weekly or before, as required.</li></ul> <p>This should include:</p> <ul style="list-style-type: none"><li>• All 12 First Aid stations in school</li><li>• All 6 First Aid 'Kitbags' for use on class/group outings</li><li>• 2 First Aid Boxes, 1 on each of the school minibuses</li></ul>
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## Notes

The First Aid Protocol and Safe Working Practices outlined in this document should be reviewed on an annual basis.