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## FIRST AID POLICY

<b>Person Responsible for the Policy</b>	<b>Emma Shaw</b>
<b>Date Approved</b>	<b>June 2023</b>
<b>Date Reviewed</b>	<b>July 2025</b>

### **Arrangements for First Aid:**

The School will provide materials, equipment and facilities as set out in guidance from Cheshire East.

The location of First Aid kits in school are:

Minibus x 2  
Office  
Kitchen  
Hydrotherapy Pool.  
Staff Room  
Mobile Classroom  
Medical Room  
Each classroom

The contents will be checked half-terminly by Dan Geary as the Appointed Person.

### **Off-Site Activities:**

When going off-site, please ensure you take a First Aid kit alongside any individual medication required by pupils.

A person who is First Aid trained should accompany all off-site visits where deemed necessary.

The Head Teacher will ensure the following are displayed in School:

The names of all employees with First Aid qualifications.  
The location of First Aid boxes

All members of staff should be aware of the First Aid Policy.

### **Accident Reporting:**

All accidents/incidents to pupils, staff and visitors should be recorded on an Accident Form/Incident Form which are located on Iris Adapt. Once these forms are completed and submitted the Head Teacher will receive an email alerting her to the fact a form has been completed. The Head Teacher will be notified of whether it is an accident or incident form. Where an injury occurs the accident will be logged

on PRIME (Cheshire East Accident/Incident reporting system). This will forward any documentation to RIDDOR if required.

**Pupils requiring hospital:**

The Head Teacher/School Nurse/First Aider will determine whether the individual involved in an accident/incident should go to hospital.

In an emergency an ambulance should be called and then the parents. A member of staff will accompany the injured person in the ambulance.

Where hospital treatment is required but not an emergency, parents will be called. If they are some distance away or not contactable, 2 members of staff will take the injured person to hospital and stay until parents arrive. The car owner/driver must have appropriate business insurance.

**Review.**

This policy will be reviewed annually by Governors.

A First Aid risk assessment is completed and is updated annually. This is reviewed by Cheshire East Health and Safety Team