

Name	Position
James Higgins	Health and Safety Officer/First Aider
James Higgins	Director of Studies/First Aider
James Higgins, Claire Clifford, Francesca Hickey	First Aiders

**Policy Statement**

STAR Exeter recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of qualified first aiders in the organisation qualified to cope with minor injuries. This policy works in conjunction with our Health and Safety Policy and Emergency Procedure.

**Policy Background**

STAR Exeter understands first aid to refer to:

The initial and appropriate management of illness or injury, which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained; and

The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

We recognise that employers are required to make arrangements for first aid at work and to ensure that illness or injury at work is treated and managed in the most appropriate way.

**First Aiders**

STAR Exeter ensures that a qualified first aider is available during core business hours (Monday to Friday between 09:00 and 17:00). Updated lists of current first aiders are displayed throughout the school.

**First Aid Box**

A first aid box is located in the teacher’s room on floor 3 and in the Office.

All employees have access to a first aid box whilst on the premises. It is the responsibility of all first aiders to ensure the first aid box is maintained to ensure it is adequately stocked and order replacement stock when necessary. The first aid box is checked on a regular basis.

### **First Aid Information (Signs and Posters)**

First aid signs and posters are prominently displayed throughout the school in staff and student areas.

It is the responsibility of staff to ensure they are familiar with the first aid policy and linked policies. Staff must familiarise themselves with the first aid arrangements, with the names and locations of qualified first aiders and location of first aid boxes.

### **Record Keeping**

In all situations where staff or students are injured within the school, the following procedure should be followed:

- All injuries must be reported and recorded
- All incidents to be recorded in the accident book
- Master copy of accident to be kept in the accident book, copy to staff/student file and a third copy to be held in the Health and Safety folder
- The Health and Safety Officer must be informed of all accidents, no matter how small.
- All serious accidents/incidents must be reported to the Chief Executive Officer
- Any accident deemed serious enough to require emergency medical treatment should be reported by calling for an ambulance and dialling 999
- Where applicable, a nominated emergency contact should be notified. Emergency contacts for students are available from their student file and on the STAR Exeter database. Contact information for staff files located in the office.

### **Identifying First Aid Needs**

STAR Exeter recognises the importance of identifying the medical needs of both staff and students at the earliest opportunity. Student needs/medical conditions should be declared at the application stage or at enrolment/induction.

**Responsibilities**

- Appointed persons and/or first aiders are nominated to take charge of any situation if a serious injury or major illness occurs
- A sufficient number of appointed persons and/or first aiders will be appointed to account for absence, both planned and unplanned
- After appointment, and before practicing first aid, appointed persons and/or first aiders will receive suitable training to enable them to perform their duties
- Records of first aid training are maintained, and prompt refresher training given in accordance with statutory requirements
- First aid provision will be reviewed as the nature and size of the business changes to ensure an appropriate level of provision
- First aiders must keep a record of all treatment that they provide to identify accident trends and identify the need for a risk assessment
- Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be made to the Health & Safety Executive

**Staff will:**

- Ensure that they always obtain the history relating to a patient who is feeling unwell, particularly in the cases of headaches, to ensure that no injury has caused them to feel unwell
- Be aware of, and communicate, specific medical details of individuals, whilst maintaining confidentiality
- Ensure students know what to do and who to contact if they feel unwell
- Never move a casualty until they have been assessed by a qualified first aider unless they are in immediate danger
- Have a regard to personal safety