

# Castleton&Glaisdale Federation

## First Aid at Work Policy Spring 2016

### General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

### The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of the business/school
- Type of business/school
- Building layout
- Past history of accidents
- Proximity of business/school location to emergency medical services
- needs of travelling and/or lone workers
- First aid cover in times of sickness or annual leave.

### Responsibilities of First Aid Personnel

The following members of staff hold a current Emergency First Aid at Work Certificate and as such are appointed emergency first aiders at Castleton and Glaisdale Schools for adults and children over five years of age:

Name	Position	School
Mrs Ruth Barrett	HTLA, ATA, Relief MSA	Castleton
Mrs Jean Blacklock	Clerical Assistant	Castleton
Mrs Gaby Boyd	Cook, MSA	Castleton
Mrs Jane Douglass	Headteacher	Castleton & Glaisdale
Mrs Rachel Grace	KS2 / Teacher in Charge	Castleton
Mrs Anne King	Relief Teacher	Castleton & Glaisdale
Ms Becky Webster	GTA	Castleton & Glaisdale
Mr Rob Hutt	KS2 / Teacher in Charge	Glaisdale
Mrs Clare Peacock	ATA	Glaisdale
Mrs Nichola Freeman	Cook	Glaisdale
Ms Susan Walker	MSA, Caretaker	Glaisdale
Mrs Helen Ford	Clerical Assistant	Glaisdale

The following members of staff hold a current Paediatric First Aid Certificate and as such are appointed emergency first aiders at Castleton and Glaisdale Schools for adults and for children of any age (this certificate also covers Emergency First Aid at Work)

Name	Position	School
Mrs Kath Dowson	MSA, GTA, School Clubs Assistant	Castleton
Miss Vicky Garbutt	KS1 Teacher	Castleton
Miss Heather Wilson	ATA	Castleton
Ms Elaine Hirst	MSA	Glaisdale
Mrs Hayley Webster	KS1 Teacher	Glaisdale
Miss Sarah Tindall	TA, MSA	Glaisdale
Mrs Helen Purtill	TA, MSA	Glaisdale
Miss Amy Webster	GTA	Castleton & Glaisdale

Also:

1. Our Forest Schools teacher **Mrs Caroline Barber** holds a certificate in Outdoor First Aid and Paediatric First Aid.
2. Our Sport and PE teacher **Mrs Helen Medcalf** holds a certificate for Sport First Aid.

Both of the above members of staff work in both schools. **Helen Medcalf is also responsible, with the first aid co-ordinators, for maintaining the First Aid Kits in both schools.**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

Emergency First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

The first aid co-ordinators are **Jean Blacklock** at Castleton School and **Helen Ford** at Glaisdale, they both hold a current emergency first aid at work certificate. **They are responsible for ensuring first aid training is arranged so that staff certificates are always up to date.**

## Procedures

The following are general first aid related procedures to be followed by all staff:

- If an employee or child has been taken ill, or has had an accident, it will be dealt with by any of the relevant above named employees. If you are not listed above you will not be expected to deal with the incident
- If an employee should use their private car to transport a casualty to hospital they must hold relevant business insurance. If an ambulance is not required, then a taxi can be used
- If you need to access a first aid kit for personal use, do not remove it from its designated place
- Any loss or damage to first aid equipment must be reported to Jean Blacklock or Helen Ford.
- If a first aid kit is poorly stocked, this should be reported to Jean Blacklock or Helen Ford.

## Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for an emergency first- aider/appointed person. If the visitor has had an accident, the Emergency First Aider dealing with the accident is responsible for ensuring that an entry is made in the accident book/form.

### Staff Training

All Employees undertaking first aid duties will be given full training in accordance with current legal requirements. This means that any First Aider at Work will attend an approved Health & Safety Executive three-day (18 hrs) course, any Emergency First Aider at Work will attend a basic one-day (6 hrs) course and any Paediatric First Aider will attend a basic two-day (12hrs) course.

Where necessary, all line managers/Headteachers will be expected to organise shifts and rosters to enable employees to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to assist with this planning.

### Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Further information is also included in our staff handbook and in the 'First Aid Made Easy' booklets found with the first aid kits at Glaisdale (Mrs Ford's Office) and Castleton (Staff bathroom cupboard).

First aid boxes can be found in the following areas:

<b>At Glaisdale School:</b> <ul style="list-style-type: none"><li>• X2 In Mrs Ford's office</li><li>• In the KS1 classroom store cupboard</li></ul>	<b>At Castleton School:</b> <ul style="list-style-type: none"><li>• X2 In the cupboard of the staff toilet in the main building</li><li>• In the metal First aid cabinet of the KS1 cloakroom</li></ul>
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Signed  
Date

Review Spring 2019