

First Aid Policy for Highfields Education.

The appointed person for taking charge of first aid in the workplace is Claire Jacob.

Escape routes are clearly marked and obvious from all buildings and are to be kept clear at all times.

First Aid kits and an accident book are in the Farm Hub.

First Aid kits will be checked every 3 months and replenished after use.

The Hub is the designated area for delivering first aid and has the following facilities.

- First aid box
- Blanket
- Chair
- Access to telephone
- Running water
- Cleaning materials

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of a severe asthma attack
- Whenever an Epi-Pen has been used

In the event of an accident involving a student the school and parents/ carers will be notified by telephone.

In the event of student requiring hospital treatment and the parents/ carers cannot be contacted. A member of staff will accompany the student to hospital and wait with the student until a parent/carer arrives.

All accidents that require any first aid treatment will be recorded in accident book.