



**KEREM SCHOOLS
FIRST AID POLICY
Updated August 2006**

1. Provision of First Aid

The Appointed Person is the person who takes charge in the event of a pupil or staff member is involved in an Accident or becomes ill. The Head Teacher undertakes this role at Kerem Schools. The Appointed person will ensure that:-

- (a) all First aid boxes contain adequate and up to date contents and are marked with a white cross on a green background.
- (b) in the event of an Accident or illness that an Ambulance or other professional help is summoned.
- (c) the Nominated First Aiders are adequately and periodically trained in the provision of First Aid.
- (d) all teachers have a basic knowledge of First Aid
- (e) a travelling First Aid container accompanies any offsite activity

First aid boxes are provided in the Y2 classroom, Reception classroom and the office in Kerem School and in the upstairs and downstairs toilets at Kerem House. The Nominated First Aiders shall have up to date First Aid certificates and all staff will have been trained in basic First Aid. The Nominated First Aider at Kerem School is Mrs Elliott and at Kerem House the Head Teacher and Deputy Head Teacher. Other staff may become Nominated First Aiders upon completion of appropriate training and award of a First Aid certificate.

2. Emergency Procedures

2.1 Illness or Accident

If anyone should become ill or suffer injury the procedures below should be followed.

- (a) First aid should be rendered wherever possible by Nominated First Aiders. A nominated First Aider should be immediately summoned in the event that someone becomes ill or suffers and injury. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) The First Aid posts are Y2 classroom and Reception classroom in Kerem School and the Head Teacher's office in Kerem House. However it may be necessary to administer First Aid at the location of person requiring it.
- (c) If an ambulance is required the emergency "999" service should be used. Hatzola (number on office phones) should also be contacted first as their response is usually faster. If the Appointed Person decides that calling an

ambulance is not appropriate then he/she will make contact with the pupil's parent to pick the pupil up from the school premises.

- (d) As soon as possible after the incident every case of injury or accident must be fully and accurately reported in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Book is kept in the school office. The Head will investigate all accidents that require an entry to be made in the Accident book and will report periodically to the Vice Chairman of the Governors.
- (e) An accident report must be completed for accidents or incidents requiring an Ambulance to be called (for employees, pupils, members of the public) in the Accident Book in the school office and where necessary the accident/incident should be reported in accordance with RIDDOR requirements. (See Appendix 1 for classification of serious/major injuries requiring reporting for RIDDOR). All records will be kept for three years after the date of an incident. In the case of Kerem House, all accidents or incidents requiring a RIDDOR report should be also be reported to OFSTED.
- (f) A central record will be kept of all instances where First Aid has been given to staff, pupils or visitors by either Nominated First Aiders or the Appointed person.
- (g) All pupils with identified specific medical needs must have an Individual Health Plan in accordance with the administration of Medicines policy. The School will be responsible for following the procedures set down in a pupil's Individual Health Plan.
- (h) Medical records shall be kept in the School office.