

## **First Aid Policy**

### ***Rationale***

It is a statutory requirement for an employer to make adequate First Aid provisions for all employees. In School it is recognised that the provision should cover all staff, pupils, students and visitors.

### ***Aims***

- To provide First Aid treatment where appropriate for all users of the school (with particular reference to pupils/students and staff).
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

### ***Guidelines***

- To ensure that there are sufficient qualified First Aider(s) available to provide First Aid cover during the school day.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school day by all staff and that they are regularly maintained.

### ***Procedures***

- There is a rota to ensure that a qualified First Aider(s) is in the school building and on call during the day.
- All users of the school will be able to contact the duty First Aider(s).
- Once informed of an incident, the duty First Aider(s) will go to the casualty(ies) without delay and provide emergency care.

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

- Secondary aid will be sought if necessary and at the same time the parent/guardian (or other appropriate adult) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital, a member of staff will accompany him/her if this is deemed appropriate.
- All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc.
- The First Aider(s) is responsible for ensuring where appropriate; that the school's statutory accident book and a full accident report has been completed.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the office accompanied by another pupil with a completed memo to support staff regarding pupil illness.
- The designated first aiders are as follows:  
Mr Haroon Shaikh  
Mr Ibrahim Mulla  
Mr Imran Tai  
Mr Suleman Kandawala  
  
Mrs Khadija Hans  
Mrs Mommina Hussein  
Mrs Shazia Mulla  
Ms Sumayya Pathan  
Miss Zainab Suleman
- Appointed persons first aid training valid for 3 years with St. John's Ambulance, 132 New Walk, Leicester, LE1 7JA.

Reviewed: September 2016

Next Review: September 2017