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# PARKWOOD HALL CO-OPERATIVE ACADEMY

## Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

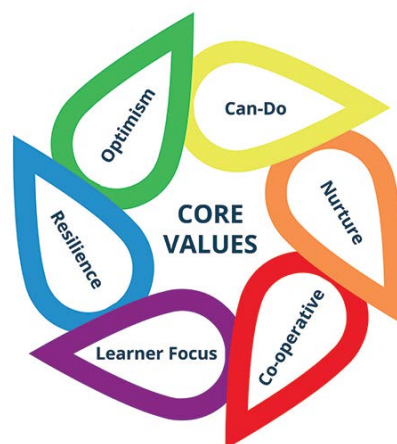
### Statutory Policy File

#### FIRST AID

Index No: 22(v2.0)

*Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

#### Our Core Values



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## **PARKWOOD HALL COOPERATIVE ACADEMY - FIRST AID POLICY**

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The purpose of this policy is to highlight the action to be taken:

- If a student, staff member or visitor requires first aid while on the premises of Parkwood Hall Co-operative academy.
- The location of first aid boxes and AED.
- The location of the list of fully trained, qualified first aid staff in the school.

### **1 FIRST AID TRAINING**

- Training must be undertaken every three years to ensure qualifications remain valid.
- This training must be done by a recognised first aid trainer
- Each member of staff who has been trained is to have a certificate proving the correct standard has been achieved.

### **2 TYPES OF FIRST AID TRAINING**

- Emergency first aid at work. The training for this position is one day.
- First aid at work (health and safety in the work place). This a three day externally assessed course which is valid for three years within the work place.
- Basic life support (2 hours)

### **3 LOCATION OF FIRST AID TRAINED STAFF LISTS**

To ensure the names of the trained first aid staff are accessible to staff, students and visitors lists will be located in strategic areas within the school;

- Reception
- Gym
- Dining Room
- Kitchen
- In each class room
- In residential areas (e.g. Knole House)

### **4 THE FIRST AID BOXES**

The location and contents of the first aid boxes is at the discretion of the school nurse. This will be revised if it is found that the area located or the content is found not to fulfil the required need.

Each complete first aid box will contain an up to date first aid information leaflet from the Health and Safety Executive.

The contents of the first aid boxes can vary according to the area in which is situated. (This may need reviewing if the located area changes usage).

- The location of the first aid boxes are displayed at different situations around the school (APPENDIX 1).
- At the beginning of every month it will be the responsibility of a designated member of staff to audit the contents of the first aid boxes, and request replacement items when required (APPENDIX 2).
- This Audit sheet must be returned to the school nurse and Staff will then come and collect any required item between 3.30 and 4.00pm.

## **5 PROTOCOLS**

Due to the needs of the students at Parkwood Hall School there are certain students who require specialised first aid treatment. The protocols for this can be found in several locations.

- Medical suite
- Reception
- On each of house areas
- In students individual care plan folders

Protocols for basic first aid advice can also be found at these locations. These protocols are for any member of staff as a point of reference if the school nurse or a qualified first aider is not available immediately.

## **6 AED (AUTOMATIC EMERGENCY DEFIBRILLATION)**

The AED can be found in reception, and is there in the case of a cardiac arrest. During first aid training staff are now shown how to use these machines, but a non-trained person can use this in an emergency as the instructions are verbally given by the machine and it will not discharge unless these are followed precisely. The battery needs replacing every five years and is the responsibility of the school nurse together with the ordering of new pads.

## **7 RECORDING OF AN ACCIDENT OR INCIDENT**

- All accidents requiring first aid treatment must be recorded on Behaviour Watch.
- The person who administered the first aid is responsible to complete the relevant record electronically on the Behaviour Watch log.
- This form should be completed as soon as possible following the accident to ensure an accurate detailed account is documented.

If the accident is the result of a health and safety issue please refer to the policy for details of the relevant reporting procedure.

## **8 SAFETY OF STAFF**

In all situations please remember your safety is paramount. If your safety will be put at risk by giving first aid ensure you call 999 and ask for the relevant emergency service and wait until they arrive.



**APPENDIX 1. LOCATION OF FIRST AID KITS**

<b>A) Location of complete first aid Kits</b>
1st Response Grab Bag is in The Medical Suite
Bamboo
Basement
Beech/Palm
Dining Room
Gym
Hyde House
Kitchen
Knole House
Library
Lower School Kitchen
Maple
Oak
Reception Office
Sherwood Kitchen
Staff Room Kitchen
Teach Kitchen (Opposite Hub)
Willow

<b>B) Location of Mini first aid kits</b>
Alder
Banyan
Cherry
Chestnut
Elm
Juniper
Lilac

**APPENDIX 2. FIRST AID BOX CONTENTS CHECK LIST**

To be completed monthly

<b>Class/ Area</b>	<b>Month</b>	<b>Year</b>
<b>Name of person checking</b>	<b>Signature</b>	
<b>List of first aid box contents</b>	<b>Present</b>	<b>Amount of stock required</b>
1 leaflet basic advice on first aid		
1 vent aid		
1 pair of scissors		
1 set of tweezers		
2 yellow dirty dressing bags		
4 Pairs of gloves		
6 wound cleaning wipes		
10 gauze pads		
1 Triangular bandages		
1 large dressing pack		
1 medium dressing pack		
2 small Mepore dressings		
2 large Mepore dressings		
2 eye pads		
2 bandages		
1 roll of tape		
10 assorted plasters		
Reusable Ice Packs Fridges of Beech/Palm, Nurture Kitchen Juniper, Medical Suite, house areas		
Once only ice packs Reception, Gym, Dining room, Medical suite		

**RETURN TO RO COLLETT (school nurse)**

**APPROVAL**

This Policy was written for Parkwood Hall Co-operative Academy and will be reviewed by the Curriculum and Strategy Committee on a 2-year cycle.

Signature of Governor:    Date:	Signature of Principal:    Date:
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Version and Date		Action/Notes
1.0	1/1/2016	Converted to Parkwood Hall Co-operative Academy policy.
2.0	5/1/2018	Updated by Ro Collett and Nick White