



First Aid Policy

Adopted: 01 May 2013 Reviewed: 01 February 2015
Agreed by: The Trustees

Policies at Noah's Ark are designed to support the ethos, aims and vision of the school. They are written in accordance with the five outcomes contained within Every Child Matters:

Being healthy.

Staying safe.

Enjoying and achieving.

Making a positive contribution.

Achieving economic wellbeing

1. Rationale

Noah's Ark will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on the premises.

2. Aims/Objectives

This policy will be achieved by:

Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.

Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.

Ensuring the above provisions are transparent and clear to all who may require them.

3. Responsibilities

The Head teacher will ensure that the First Aid Policy and Procedures are reviewed from time to time.

The Head teacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.

The Head teacher will ensure that designated First-Aiders, are offered training to a competent standard, which includes refresher training within the last three years.

The Head teacher will ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.

The Head teacher will ensure that suitable first aid equipment is provided.



The Head teacher will ensure the suitable first aid notices are displayed, which detail names of First Aiders and contact information.

First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book.

The Head teacher will ensure that the policy is followed for first aid arrangements are catered for in examination rooms and other activities such as project work and field trips.

The Head teacher will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

Every individual is responsible for ensuring that the work which he or she undertakes is conducted in a manner which is safe for themselves or other employees or to those members of the public exposed to any risk.

Each individual is responsible for obeying the advice and instruction on health and safety matters issued by the responsible officer.

If any individual considers that a hazard to health and safety exists, then it is his or her responsibility to report the matter to the Deputy Head teacher.

For those who supervise others, it is their responsibility to ensure the work which those who are in their charge carry out is conducted in a manner which is safe to the persons in their charge, themselves, employees and members of the general public.

Staff supervising pupils off-site must follow the school's agreed procedures and guidelines for such activities and ensure they follow guidelines provided by premises they use.