



YSGOL GYMRAEG YSTALYFERA-BRO DUR

First Aid Policy

Designated Child Protection Officer Ystalyfera:	Mrs Delyth Spurway
Designated Child Protection Officer Bro Dur:	Miss Sioned Jones
Deputy Designated Child Protection Officers Ystalyfera:	Mrs Rhiannon Hammond/ Mrs Angharad Lloyd
Deputy Designated Child Protection Officer Bro Dur:	Miss Kath Jones
Designated Child Protection Governor:	Mrs Carys Jones

Adopted by Governing Body 2018

Signed (Chair of Governors):  January 2018

Reviewed by Governing Body:

Signed (Chair of Governors):  January 2019

Signed (Chair of Governors):  January 2020

Signed (Chair of Governors):  January 2021

Signed (Chair of Governors): January 2022

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'(The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Headteacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the SELB;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with SELB CASS to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

TAWE

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by *Mr Andrew Bravin Site Manager*

The School First Aider(s) are:

Mrs Tracy Fowler

Miss Lowri Dennard

Mrs Helen Ullah

Mrs Rhian Lougher

Mrs Cathy Chinchin

Mrs Tracy Parry

Mr Huw Rumble

Mr Dafydd Howells

Before undertaking any off site activities the level of first aid provision will be assessed by the Head and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Head will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Head will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Their room number or extension number;

- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter/telephone call will be sent home to the parent/guardian.

Transport to hospital or home

The Head will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head may decide to transport the pupil to the hospital.

Where the Head makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

	Name	Signature	Date
Chair of Governors	Mr Alun Llewelyn	<i>Alun</i>	January 2021
Head Teacher	Mrs Laurel Davies	<i>Laurel Davies</i>	January 2021

Review Date

January	2022
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