

**Sherbourne Fields School**  
**First Aid Management Policy Statement**



**Sherbourne**  
**Fields**  
School



## FIRST AID CODE OF PRACTICE

Sherbourne Fields School have adopted and implemented Coventry City Council's First Aid Code of Practice. A copy is available from the School Business Manager.

A first aid risk assessment has been completed which has identified the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the school.

## LOCAL MANAGEMENT PROCEDURES

- The number of first aiders, paediatric first aiders and appointed persons meets recommendations and adequate cover is available to cover for unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence, the school maintains a record of all qualified staff and will ensure staff have access to re-training as necessary
- First aid notices are clearly displayed around school
- Sufficient numbers of suitably stocked first aid boxes are available and checked on a regular basis to ensure they are adequately stocked. First Aid bags are taken on all school trips
- A suitable area is available for the provision of first aid (The Nest or Independent Living Suite)
- Staff are regularly informed of first aid arrangements within school, through SLT minutes, the school induction process, teacher training days, and the staff online handbook
- Where first aid has been administered, information is recorded on the school first aid and health and safety recording software, Evolve. On appointment, all staff are given a access to Evolve
- Correct reporting procedures are followed
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- In the event that immediate medical assistance is required, the school medical team may be approached to assess the situation (prior to calling for further medical assistance)

## REVIEWING THE POLICY

The policy will be reviewed **every three years**, unless circumstances dictate that it should be reviewed sooner. The policy will be reviewed and revised by the School Business Manager and approved by the Resource Management Committee of the Governing Body.

**October 25.**