

Statement of policy on

First Aid Administration

[Reviewed and agreed at Governors' Community Committee Meeting held on 30 November 2006 and reviewed on 25th November 2008]

STATEMENT OF AIMS

1.0 Rationale

1.1 The College believes that any student who is sick or injured in school should be attended to in a manner which is safe to him/herself and others.

2.0 Objectives

The College aims to:

- 2.1 ensure that there are effective means of dealing with any sick or injured student
- 2.2 ensure that there are effective means of recording treatment and First Aid that is administered.

3.0 Parental Responsibilities

- 3.1 Parents/carers are asked to ensure that their son/daughter is fit and well before sending them to school.
- 3.2 Parents/carers and students are asked to follow the procedure in College for dealing with sickness or injury and that all emergency contacts are kept up-to-date.
- 3.3 In the event of a student needing to go home and no parent/carer is available, another person can be nominated by the parent/carer to collect the student.
- 3.4 If a parent is unable to collect a student or to nominate a family member or friend to do so, the parent can arrange transport (i.e. taxi) for the student.

4.0 Further Information

The full documentation is available in the Local Authority's Health and Safety in Schools manual.