

FIRST AID POLICY

KISC VALUES

KISC recognises that its mission is "To be living witnesses of Christ's love through excellent education". In order to achieve this goal, it needs to provide a learning environment where students, staff and visitors feel cared for and safe. The values the KISC values of grace, justice, community, love and excellence require us to care for our community's health and wellbeing. This First Aid Policy will ensure that the necessary processes and resources are provided to keep the KISC community healthy and enabled to make good progress in its learning.

THE PURPOSE OF THIS POLICY

This policy flows from the KISC Health and Safety policy. The aims of our first aid policy are to ensure the health and safety of all staff, students and visitors, ensure that staff and governors are aware of their responsibilities with regards to health and safety and to provide a framework for responding to an incident and recording and reporting the outcomes.

THE SCHOOL MANAGEMENT COMMITTEE (SMC)

The SMC (governing board) has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the KISC Director and staff members.

THE KISC DIRECTOR

The KISC Director is responsible for the implementation of this policy. He will ensure that the appointed persons and/or trained first aid personnel are present in the school at all times. He will ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role. He will ensure all staff are aware of first aid procedures and that appropriate risk assessments are completed and appropriate measures are put in place. The KISC Director will require that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place. Ensuring that adequate space is available for catering to the medical needs of students the KISC Director will require appropriate reporting of specified incidents to the appropriate authorities as necessary.

Medical information about a student's health and well being will be shared among members of staff at KISC and, where appropriate, with staff in our parent organisation HDCS. This is in the best interest of the student's health, well being and academic achievement. KISC and HDCS staff informed of student health concerns will maintain confidentiality, not sharing it outside of the organisation and only sharing it within the organisation where there is a need to do so.

ROLES AND RESPONSIBILITIES

Appointed person(s) and first aiders

The school's appointed person is Dr. Rachel Sundararaj (Lead First Aider). She is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as a first responder to any incidents; she will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an incident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

THE ROLE OF STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the KISC Director, the Head of KISC section or their line manager of any specific health conditions or first aid needs.

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