

First Aid Policy

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools, this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors. Who the employer is depends on the type of school. For example:

The owner or the trustees are the employers in some independent schools. At MTO Persian school it is the trustees who are the employer.

The trustees are responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that MTO Persian school has a health and safety policy. This includes arrangements for first aid, based on a risk assessment of the school, and covers:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities;
- out of school hours arrangements;

The trustees also made sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The trustees had made sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The trustees are satisfied that any training has given staff sufficient understanding, confidence and expertise.

Governing bodies/head teachers would consider:

- the likely risks to pupils and visitors, as well as employees;
- adequate provision for lunchtimes and breaks;
- lunchtime supervisors to have first-aid training;
- adequate provision for leave and in case of absences;

The minimum first-aid provision which is:

- a suitably stocked first-aid container;
- an appointed person to take charge of first-aid arrangements;
- information for employees on first-aid arrangements;

This minimum provision must be:

- supplemented with a risk assessment to determine any additional provision.

In regard to number of first aiders, MTO Persian Schools will generally fall into the lower risk category, which is: a place of work, with fifty to one hundred employees, should consider having at least one first aider; but our trustees have considered the

medium risk category, which is: a place of work, (like food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof).

Although MTO Persian School operate only 5 hours a week, term time, and having maximum 50 to 60 employers and children, the trustees have considered the higher level of health and safety requirement, while carrying out risk assessments for first-aid needs, and appointed three members of staff as first aiders.

An appointed person is Leila Eslami Mobayen who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Keeps a record of any reportable injury, disease or dangerous occurrence. Which includes: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease? Also, a record of any first aid treatment given by first aiders and appointed persons, including: the date, time and place of incident; the name (and class) of the injured or ill person; details of the injury/illness and what first aid was given; what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); name and signature of the first aider or person dealing with the incident.

Our first aiders are: Mrs Leila Mobayen / Mrs Azizeh Naghdi and Miss Booshehri who have completed a training course approved by the Health and Safety Executive (HSE).

And at school, their main duties are:

- immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

Our first aid box contains:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;

MTO PERSIAN SCHOOL

- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- One pair of disposable gloves.

Agreed by the Management Committee

Signed.....

Date.....

Date implemented	Future review dates						
	2017	2018	2019	2020	2021	2022	2023
Date reviewed	August 2017	July 2018	July 2019				
Date approved by trustees							