***Polisi Cymorth Cyntaf***

**First Aid Policy**

**Ffederasiwn Talaerau**

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***Dyddiad Cymeradwyo/Date Adopted: Ionawr 2019***

***Dyddiad Adolygu/Review Date: Ionawr 2022***

**Pennaeth: Glenda Evans**

**Cadeirydd: Meleri Morris**

1. **Personél Cymorth Cyntaf**

1.1 Bydd y Pennaeth yn cynnal asesiad blynyddol o anghenion cymorth cyntaf yr ysgol.

1.2 Bydd yr ysgol yn sicrhau bod nifer digonol o staff wedi cael eu hyfforddi i roi cymorth cyntaf neu rywun a benodir yn unol â chanllawiau’r Sir (gweler Adran 3.1 o ffeil Anghenion Meddygol mewn Ysgolion).

1.3 Rhaid i staff wirfoddoli i gael eu hyfforddi i roi cymorth cyntaf gan nad oes rhwymedigaeth gytundebol.

1.4 Mae’n gyfrifoldeb ar y staff hynny sydd wedi eu hyfforddi mewn rhoi cymorth cyntaf i hysbysu’r pennaeth o’r dyddiad y daw eu tystysgrif i ben. Dylid rhoi rhybudd digonol fel y gellir cadw lleoedd ar gyrsiau ‘gloywi’.

1.5 Caiff rhestr o’r staff hynny sy’n cael eu hyfforddi mewn cymorth cyntaf ei arddangos ar ddrws yr ystafell driniaeth.

1. **Offer Cymorth Cyntaf**

2.1 Mae’r ysgol yn darparu blychau cymorth cyntaf a leolir yn bob dosbarth a mynedfa toiledau staff. Cedwir yr eitemau hynny a restrir yn Adran 3.4 o ffeil “Anghenion Meddygol mewn Ysgolion” yn y blychau hyn.

2.2 Rhaid ailgyflenwi unrhyw stoc a ddefnyddir o unrhyw un o’r ddau flwch cymorth cyntaf hyn cyn gynted â bo modd. Rhaid i staff ysgol sy’n defnyddio unrhyw stoc cymorth cyntaf hysbysu ysgrifenyddes yr ysgol sy’n gyfrifol am gynnal a chadw’r blychau cymorth cyntaf.

2.3 Pan mae staff yn defnyddio’r ystafell driniaeth ar gyfer rhoi cymorth cyntaf, hwy sy’n gyfrifol am sicrhau eu bod yn gadael yr ystafell yn lân a thaclus ar eu holau.

2.4 Rhaid glanhau unrhyw orlif (hylifau corff neu eraill) cyn gynted a bo modd a gwneud hynny trwy ddilyn y 'Rhagofalon Cyffredinol' ar gyfer delio â gorlifau o’r fath. Ceir copïau o’r rhagofalon yn Adran 6.1 o ffeil 'Anghenion Meddygol Mewn Ysgolion' ac ar y poster 'Iechyd y Genedl' yn yr ystafell driniaeth.

**3. Hysbysu ynghylch Damweiniau**

3.1 Rhaid cofnodi pob damwain sy’n ymwneud â gwaith, boed hynny yn digwydd i aelod staff, disgybl, ymwelydd neu gontractwr gan gynnwys methiant agos ar ffurflen HS11. (Gweler enghreifftiau Adran 3.6 o fewn y Ffeil Anghenion Meddygol).

3.2 Os oes anaf difrifol neu farwolaeth i unrhyw un yn digwydd rhaid adrodd i’r Ymgynghorydd Iechyd, Diogelwch a Lles yn syth ar 01286 679459.

3.3 Mae unrhyw aelod o’r staff sy’n rhoi cymorth cyntaf i ddisgybl, yn gyfrifol am sicrhau yr hysbysir y rhieni (gellir gwneud hyn trwy’r pennaeth).

**1. First Aid Personnel**

1.1 The headteacher will carry out an assessment of first aid needs of the school on an annual basis

1.2 The school will ensure that adequate numbers of staff are trained as first aiders or appointed persons in keeping with the county guidelines (see Section 3.1 of Medical Needs in Schools file).

1.3 Staff must volunteer to be trained as first aiders as there is no contractual obligation.

1.4 It is the responsibility of those staff trained in first aid to inform the headteacher of the date their certification expires. Sufficient notice should be given in order that places can be reserved on 'refresher' courses.

1.5 A list of those staff trained in first aid will be displayed on the door of the treatment room.

**2. First Aid Equipment**

2.1 The school provides first aid boxes located in: the treatment room, the school minibus and the laboratory. These boxes are stocked with the items listed in Section 3.4 of the Medical Needs in Schools file.

2.2 Any stock used from either of the first aid boxes must be replenished as soon as possible. School staff who use any first aid stock must inform the school secretary who is responsible for maintaining the first aid boxes.

2.3 When staff use the treatment room for administering first aid, it is their responsibility to ensure that it is left in a clean and tidy state.

2.4 Any spillages (body fluids or other) must be cleaned as soon as possible and done so by following the Universal Precautions for dealing with such spillages (copies of the precautions are available in Section 6.1 of the Medical Needs in Schools file and on the Health of the Nation poster in the treatment room).

**3. Reporting Accidents**

3.1 All work-related accidents, including near-misses, which involve any member of staff, pupil, visitor or contractor must be recorded on form HS11.

3.2 In the event of a major injury or death the Health, Safety and Welfare Advisor

must be informed immediately.

3.3 Any member of staff who administers first aid to a pupil, is responsible for ensuring that the parents are notified (this may be done via the headteacher).