



## First Aid Policy

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An academy within:



“Learning together; to be the best we can be”



## 1. Policy Aims

- 1.1. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. 'Stay calm and do no further harm' is a fundamental first aid message.

## 2. Policy Objectives

- To ensure all pupils and staff are kept safe in the event of an injury
- To ensure that first aid provision is available at all times
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents/ carers of the School's First Aid arrangements
- To report, record and where appropriate investigate all accidents
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR)

## 3. Summoning Assistance

- 3.1. Specific staff are trained in Emergency First Aid, and should administer first aid where appropriate at the scene. If administration of a fully trained First Aider for more serious incidents is required, staff should immediately contact the office. The following information should clearly be communicated:
  - Where the casualty is
  - Who they are
  - What has happened
  - The time since the injury took place
- 3.2. If an ambulance is required, the fully trained first aider or a member of SLT will make the call.

## 4. First Aid Provision

- 4.1. First aid kits are distributed around school. Their location is indicated by a green First Aid sign. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. It is the responsibility of the fully trained First Aiders to check the contents and report any items that need replenishing to reception. The Family and



Behaviour Team during termly walk rounds will check expiry dates and ask reception to replenish as necessary.

## 5. Qualified Staff

- 5.1. The vast majority of permanent staff are first aid trained and one member of staff holds paediatric first aid.

## 6. First Aid Treatment

- 6.1. All qualified staff attend regular update first aid training to meet current HSE and legal requirements. Where applicable, pupils' specific care plans procedures should be followed. If any doubt remains, medical advice should be obtained. Where the incident is not an emergency, but further advice/treatment is needed from a GP/other health professional, then parents/carers will be contacted to discuss the situation, with a view to parents/carers taking the child to that medical help. Where parents/carers cannot be contacted, then school staff will escort the child to hospital for investigation, for example in the case of a possible fracture.

## 7. First Aid on External Visits

- 7.1. First Aid kits should be taken out on all school visits, green bum bags for first aid can be found in the medical room. First aid provision should be followed as detailed on the risk assessment for each visit.
- 7.2. **It is the responsibility of the lead member of staff to check first aid kit contents every external visit and re-stock as necessary with assistance from reception.**

## 8. Emergency Arrangements

- 8.1. Where the injury is an emergency, a fully trained First Aider and a member of the Senior Leadership Team (SLT) should be called and a 999 call should be made.
- 8.2. SLT will:
- Allocate a member of staff to escort the paramedics to the casualty
  - Notify parents/carers if requested
- 8.3. If a pupil is taken to hospital, a staff member (familiar with the situation and pupil) and/or a member of the SLT will supervise until parents/carers arrive.



- 8.4. Where a child has a Medical Care Plan, this will be taken to hospital with the child. In addition, the member of staff will take the information sheet printed by reception from MIS.

## 9. Hygiene/Infection Control

- Hands must be washed after giving First Aid
- Single-use non-latex disposable gloves must be worn when treatment involves blood or other body fluids
- Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the grey clinical waste box (located in accessible toilet)
- The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry. Exposed cuts and abrasions should always be covered using non-allergic dressings and tape

## 10. Incident Reporting

- 10.1. All first aid treatment is recorded in the on the First Aid and accident form. This needs to be completed by the person administering First Aid and by the person who witnessed the accident. The incident should be recorded on the school's Incident form.
- 10.2. When a serious accident occurs and the pupil requires treatment, a Pupil Accident Report Form should be completed by the person who witnessed the accident and sent to the Trust Competent Person to be reported to the HSE via the admin staff.
- 10.3. All first aid treatment is recorded on iAM Compliance tool at School level. This needs to be completed by the person administering First Aid and by the person who witnessed the accident/incident. The incident should be recorded on the school's Area. When a serious accident occurs and the pupil/person requires treatment, the iAM compliance alerts the H&S manager in all cases to carry out investigations, report RIDDOR and monitor hot spots for H&S on all school sites.

## 11. Sharing of Information within School

- 11.1. Good communication ensures that accident reporting, risk identification, reduction and elimination are effective. Good communication is also essential to promote healthy and safe working/learning environments and avoid misunderstandings. Information will be shared through staff meetings.
- 11.2. All staff are advised to be familiar with pupils' medical needs, associated care plans and risk assessments.