



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 Nexus MAT, the appointed competent person and the Health & Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

3. Summoning Assistance

- 3.1. Appointed persons take charge during a first aid emergency situation and summon the emergency services or arrange transport to the local hospital. Appointed Persons have attended an "emergency first aid" course. If an ambulance is required, the fully trained first aider or a member of SLT will make the call.



4. First Aid Provision

First aid boxes contain a sufficient quantity of suitable first aid supplies and nothing else. Medication and creams of any kind are not kept in a first aid box. A typical first aid box contains the following items:

- a leaflet with general guidance on first aid
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves The first aid personnel are responsible for the checking of the first aid boxes to ensure they are adequately stocked.

4.1. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. Monthly checks will be carried out on the contents of the boxes but staff are also asked to replenish items as they use them.

5. Designated Staff

First aiders are employees who have had training by an approved organisation and on completion of the training course were able to demonstrate an acceptable level of competence. A certificate is awarded that remains valid for three years after which time the first aider must attend a refresher course and show continued competence in order for the certificate to be re-issued. First aiders are able to administer "first aid" treatment in order to keep the injured person comfortable until the emergency services arrive

6. First Aid Administration

6.1. All designated 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. 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 or 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 SIMS.

9. Hygiene/Infection Control

- 9.1. Hands must be washed after giving First Aid.
- 9.2. Single-use non-latex disposable gloves must be worn when treatment involves blood or other body fluids.
- 9.3. Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the grey clinical waste box (located in Personal Care).
- 9.4. 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 on iAM Compliant now for Incident/Accident reporting and staff. 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.
- 10.2. 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.
- 10.3. Procedure in the Event of an Accident:
- Seek first aid assistance if required
 - Appropriate first aid administered by trained First Aider
 - Complete accident record (system arrangement locally)
 - Review completed accident report and carry out investigation as necessary.
 - Completed accident reports secured securely
 - Headteacher or delegated SRM/leader must notify Assets & health & Safety Lead/external competent advisor of all accidents that could become reportable under RIDDOR. The Competent Advisor will ensure that all requirements under RIDDOR are satisfied and help with the accident investigation if required. All accident investigations shall include a documented root cause analysis to identify underlying system failures and to prevent recurrence.
 - Accident data reviewed periodically by Senior Leads to establish trends.

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.