

# FIRST AID POLICY

<b>Recommended by:</b> <b>Date:</b>	Standards Committee November 2016
<b>Approved by:</b> <b>Date:</b>	Full Governors December 2016
<b>Review Date:</b>	November 2018

## **CONTEXT**

To ensure that all staff associated with the Academy are clear in terms of First Aid procedures and to ensure that any person injured or becoming ill in the Academy receives appropriate First Aid.

## **POLICY AIMS**

The Academy will ensure that adequate First Aid is administered to students, staff, visitors, parents, carers, volunteers, agency staff and any persons engaged in supporting the Academy's activities, if they become ill or are injured under the jurisdiction of the Academy, on or off the site. Such First Aid is provided to:

- preserve life;
- limit the effects of the condition; and
- promote recovery.

This policy is to be read in conjunction with the:

- Managing Medicines Policy
- Health and Safety Policy

**TEACHER RESPONSIBLE:** Designated Assistant Principal

## **CURRENT POLICY**

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

It is the responsibility of the Principal, as delegated by the Governors, to:

- Establish the First Aid needs across the Academy by risk assessment;
- Identify suitable employees who are willing to undertake First Aid training and annual refresher training;
- Provide adequate First Aid equipment and facilities;
- Ensure the First Aiders maintain their First Aider or Appointed Person status by attending tri-annual refresher training.
- The responsibilities listed above have been delegated to the Principal to discharge in the appropriate manner.
- There is a register in the form of a training matrix database for maintenance of an up to date record of personnel trained in First Aid, which informs the Principal when staff require refresher or re-qualification training.
- Minimum standards for the provision of First Aid cover will comply with the relevant legislation.
- Students can self-refer to a First Aider or be referred by a member of staff.
- A student who is concerned about an injury that occurred outside the Academy, should be dealt with as per normal illness (i.e. parents/carers contacted).
- First Aiders will assess each situation and recommend a course of action. If a child is going home or to hospital, the First Aider or designated member of staff will speak to the parents/carers to explain the situation.

- First Aiders will issue a head injury letter in every case where appropriate.
- If an injured student needs to go home, student services will inform reception.
- If an ambulance is required, it does not have to be a First Aider who accompanies the student, any member of staff can fulfill this task, but student services and the parents/carers should be informed.
- Staff who use their own transport to convey a sick child should only do so if properly insured and in line with the guidance in the staff handbook.

### **999 Calls can be made by any staff**

- The Principal will ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider.
- The Principal will ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

### **The First Aider's and Appointed Person's Role includes:**

- The administration of First Aid, up to, but not exceeding the level of their training;
- Ensuring that any incident and treatment given is recorded;
- Reporting immediately to student services, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital;
- Ensuring that all spillages of body fluids are cleared up promptly, following the appropriate guidelines;
- Maintaining stocks in First Aid kit or box at the appropriate level, and ensuring, in liaison with others, that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects.

### **The First Aider's and Appointed Person's Responsibilities include:**

- Ensuring their own recommended immunisations are up to date and reporting any illness or injuries which would preclude their abilities to administer First Aid, to their line management to arrange alternative cover; and
- Attending refresher training.

### **Qualified First Aiders Roles and Responsibilities**

- All patients, if mobile, as a result of injury (not illness) and requiring First Aid should be sent (accompanied if necessary) to student services.
- Student services will contact a First Aider with the details of the injury.
- The First Aider will attend to the student or member of staff and will use medical facilities available to them.
- If the patient is not independently mobile/cannot be moved, please call reception, state **URGENT**, and the receptionist will contact the First Aider who will attend the locality.
- The First Aider will record all incidents on the Incident Support Helpdesk.

### **Availability of First Aid**

- First Aid Boxes - are available around the Academy including the administration office, student services, PE office. These are stocked at the advised basic level.
- First Aiders all have their own portable kit.

- The nominated Achievement Officer will be responsible for all ordering and restocking of First Aid supplies.

**Educational Visits**

- The trip leader must ensure that a “trip” First Aid bag is collected from the administration office, and should be ordered in advance. The visit leader is responsible for ensuring that the First Aid pack is organised. Medication cannot be issued by any member of staff other than a qualified first aider.

**Medical Awareness List**



- This will be the responsibility of student services to circulate to all staff. In addition, care plans for children with medical conditions and special requirements are held on Eportal.

**EPIPEN Training**

- Training will be organised by the Academy to appropriate staff, as and when required.

**Diabetic Awareness**

- Training by will be organised by the Academy to appropriate staff, as and when required.

<p><b>Signature:</b> <b>Principal</b></p>	
<p><b>Signature:</b> <b>Chair of Governors</b></p>	
<p><b>Date:</b></p>	<p>November 2016</p>