



First Aid Policy

First Aid Policy

1 Statement of Policy

The Academy will ensure that First Aid is given 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

2 Other Policies

This policy is to be read in conjunction with:

- Health and Safety Policy

3 Aims

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

4 Procedures

- 4.1 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.
- 4.2 It is the responsibility of the Executive Principal as delegated by the Board of Directors to:
 - Establish the First Aid need 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
 - Inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health and Safety notice board in the Academy Student Services Reception

- 4.3 Ensure the First Aiders maintain their First Aider or Appointed Person status by attending tri-annual refresher training.
- 4.4 The responsibilities listed above have been delegated to the Principal to discharge in the appropriate manner.
- 4.5 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 (see Appendix 1).
- 4.6 Minimum standards for the provision of First Aid cover will comply with the relevant legislation.
- 4.7 Students can self-refer direct to a First Aider or be referred by a member of staff
- 4.8 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)
- 4.9 First Aiders will assess each situation and recommend a course of action. If a child is either going home or to hospital the First Aider or designated member of staff will speak to the parents/carers to explain the situation.
- 4.10 First Aiders will issue a head injury letter in every case where appropriate.
- 4.11 If an injured student needs to go home, the First Aider will inform reception, who should send the information immediately to the student's Head of House.
- 4.12 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 the student's Head of House and the parents/carers should be the first people informed.
- 4.13 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

- 4.14 Any member of staff accompanying an ambulance may order a taxi to return to the Academy, if other alternatives are not immediately available. A receipt should be obtained and the cost will be refunded. Receipts and details should be given to the Finance Officer, who will repay from the Academy Health and Safety Budget.
- 4.15 Staff using their own vehicles should claim expenses via the Finance Officer.
- 4.16 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.

5. Reporting Accidents

- 5.1 First Aid assistance is available on site to assist with any accidents.
- 5.2 All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be returned to Student support office and shown to the Health and Safety Manager.
- 5.3 Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health and Safety Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

6 Definitions

- 6.1 A First Aider is a person who has attended, successfully completed and has a valid certificate for the three day 'First Aid at Work' training.
- 6.2 Appointed person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- 6.3 Employer means the Board of Directors of the Academy.

7 First Aid means the following:

- 7.1 Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help are obtained.
- 7.2 Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

8 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 in suitable local register
- Reporting immediately to the Principal, 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

9 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
- Attending refresher training (yearly)
- Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements and by registered and approved providers

10 The Role of the Training Provider is to:

- Provide advice and information relating to First Aid at Work including any changes in regulations or employer requirements
- Provide First Aid training in line with the Health and Safety (First Aid) Regulations
- Provide refresher training, and assess and certify students as competent to approved H&SE standards
- The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Representatives have concerns over the provision of First Aid cover they should raise them with the Principal
- Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that they are an Academy officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- They are an Academy officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training and the relevant protective equipment is used
- The First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training
- The First Aider or Appointed Person is acting in good faith
- Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent/carer, user or medical staff, will also be covered provided that the member of staff:
 - is adhering to protocols
 - is acting within the limitations of their training
 - is acting in good faith

11 Qualified First Aiders Roles and Responsibilities

- 11.1 A complete list of Qualified First Aiders is displayed in the Student Services Reception of the Academy alongside a duty rota.
- 11.2 All patients, if mobile, as a result of injury (not illness) and requiring First Aid should be sent (accompanied if necessary) to Student Services.
- 11.3 Student Services will contact the duty First Aider as detailed on the rota, with the details of the injury.
- 11.4 The First Aider will attend to the student or member of staff and will use medical facilities available to them in the Academy Medical Room.
- 11.5 If the patient is unable to move/mobile, please call reception, state **URGENT**, and the receptionist will contact the First Aider who will attend the locality.
- 11.6 The Duty First Aider will record all incidents in the appropriate First Aid books kept in the Student Services (staff and students).
- 11.7 The Director of Operations shall ensure a list of qualified First Aiders is maintained.

12 Availability of First Aid

- 12.1 Duty availability for routine First Aid is kept in the Student Services office.
- 12.2 Plasters – Staff other than First Aiders can issue plasters if appropriate. However, the member of staff should check against medical records whether the child has an allergy to them.
- 12.3 First Aid Boxes (apart from the medical room) - are available around the Academy including Science Preparation Office and Technology department and coloured plasters are kept in the food room. These are stocked at the advised basic level and taken on visits.
- 12.4 First Aiders all have their own portable kit and/or easy access to the Medical Room.
- 12.5 Spare supplies are lodged in the Medical Room.
- 12.6 The nominated House Assistant will be responsible for all ordering and restocking of First Aid supplies.

13 Educational Visits

- 13.1 The visit leader must ensure that a “trip” First Aid box is collected from the nominated House Assistant 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.

14 First Aid Equipment

Each First Aid kit or box will have:

- A first aid leaflet providing general advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 4 individually wrapped triangular bandages (sterile)
- 2 sterile eye pads
- 6 safety pins
- 6 medium sized (12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- 2 large (18 cm x 18 cm) individually wrapped sterile unmedicated wound dressings
- 6 pairs of disposable gloves
- Each house team also holds an asthma inhaler and spacer

15 Medical Awareness List

15.1 This will be the responsibility of the AVP Inclusion and circulated to all staff. In addition, care plans for children with medical conditions and special requirements are held on the Academy's Management Information System.

16 EPIPEN Training

16.1 Training will be delivered by the Academy nurse to appropriate staff, as and when required.

17 Diabetic Awareness

17.1 Training by the Diabetic nurse will be organised by the appropriate member of the Senior Leadership Team.

18 The Medical Room

18.1 The room will be used by First Aiders and by the diabetic students who require self-administered treatment.