



## 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 students at the school. Stay calm and do no further harm is a fundamental first aid message.

## 2. Policy Objectives

- To ensure all students 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. Various staff are trained in Emergency First Aid, and should administer first aid where appropriate at the scene.
- 3.2. For more serious incidents: if administration by a fully trained First Aider is required, staff should refer to the details for those identified people on their site. If a fully trained First Aider is not available, staff should immediately contact a member of the Senior Leadership Team or their Line Manager. The following information should clearly be communicated: -
  - Where the casualty is;
  - Who they are;
  - What has happened;
  - The time since the injury took place.
- 3.3. If an ambulance is required, the fully trained first aider or a member of the Senior Leadership Team should make the call. In the event that such a person is not available, any member of staff who is confident to make the call should do so, in order to avoid delay.

- 3.4. If a student is taken to hospital, a staff member (familiar with the situation and student) and/or a member of the SLT will supervise until parents/carers arrive. Where a child has relevant medical care plans, these will be taken to hospital with the child.

## 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. 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. First Aid Administration

- 5.1. All designated staff attend regular update first aid training to meet current HSE and legal requirements. Where applicable, students' specific care plans and 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.

## 6. First Aid on Educational Visits

- 6.1. First Aid kits should be taken out on all educational visits. First aid provision should be followed as detailed on the risk assessment for each visit.
- 6.2. It is the responsibility of the Trip Leader to check first aid kit contents every educational visit and re-stock as necessary.

## 7. 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.
- Exposed cuts and abrasions should always be covered using non-allergic dressings and tape.

- Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the appropriate waste disposal.
- The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry.

## 8. Incident Reporting

- 8.1. All first aid treatment should be recorded by the person administering First Aid and by the person who witnessed the accident. The incident should be recorded using the school's relevant procedures.
- 8.2. When a serious accident occurs and the student requires treatment, relevant documents should be completed by the person who witnessed the accident and logged with the Health and Safety provider – currently ProActive.

## 9. Sharing Of Information Within School

- 9.1. Good communication ensures that accident reporting and 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, as relevant.
- 9.2. All staff are expected to be familiar with students' medical needs, associated care plans and risk assessments. The Designated Safeguarding Lead – or other identified lead person – will ensure that any critical student information (e.g. allergies with potentially serious consequences) are shared with all relevant staff.