



MacIntyre Academies Discovery Academy

First Aid Policy

Version	Purpose/Change	Resp.	Date
4	Revised First Aiders list with dates/personnel changes	Principal	10/05/21

Person Responsible:	Principal
Type of Policy:	Statutory
Adopted by the Trust Board:	July 2015
Date of Implementation	Sept 2015
Reviewed by LAB:	Sept 2020
Review Dates:	April 2017, March 2019, May 2021
Next review:	May 2024

Purpose and Scope

The purpose of this First Aid Policy is to enable the academy to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

The Academy shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the Academy will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Managing Medicines Policy for more information.

First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

Roles and Responsibilities

- The overall responsibility for the day-to-day management of academy rests with the Principal.
- The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of students at break time.
- The academy's Health and Safety Officers are the Business and Finance Manager and the Facilities Manager.
- The Deputy Principal is responsible for ensuring training is up to date.

The Principal shall make an assessment of first-aid needs appropriate to the circumstances of the academy. The Principal will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens.

Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Principal shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **All designated first aiders must re-qualify every 3 years.** This means re-qualifying before the end of the third year when the certificate is no longer valid. It is the responsibility of the CPD leader to ensure they are booked onto the course before cancellation of the certificate.

All staff will ensure that they have read the academy's First Aid Policy, and sign the training record to say they have done this.

Management of First-Aid Equipment

It shall be the responsibility of the Business & Finance Manager and the Facilities Manager to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed below. Where additional or replacement material or equipment is required, staff should speak to the Office Manager or Business and Finance Manager about ordering more items immediately. The Office Manager or Business and Finance Manager will also ensure that

all out of date items are discarded and replaced. These need to be checked on a regular basis, at least termly.

Although the Office Manager, Business and Finance Manager and Facilities Manager are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a visit etc, first aiders shall take responsibility for ensuring their first-aid box and backpack contents are fit for purpose and sufficient.

All Academy first-aid boxes and backpacks are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- First Aid room
- Reception Office
- Food/Cookery Room
- Staffroom
- DT Room
- Compassionate Schools Office
- All classes should have a Portable First Aid kits available for off-site visits, spares are available from the Reception Office.

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micro-pore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions and suntan oil.**

Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used. Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/ refillable containers should not be used for eye irrigation.**

Where medicines have to be held by a manager for safety/security reasons, the separate lockable container must be used. This is in the main office. A register of contents must be kept up to date. Please see Managing Medicines policy for more information.

Any person may dispense medicines if they have permission from their line manager to do so.

First-aid Treatment

This should be provided in the medical room when at all possible. Treatment should be given in accordance with training and the need. Disposable gloves and aprons, should be used to protect the first aider from contact with body fluids.

Disposal of blood products and body fluids must be in the designated bin in the medical room.

The First-Aid Record Book for recording incidents where first aid has been given must be completed.

At all times the dignity and feelings of the patient must be respected.

First-aid Provision and Training

The CPD leader will arrange training for the qualification and re-qualification of first aiders.

Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

There shall normally be a minimum of five first aiders or appointed persons within the academy between 8:30am and 3:30pm. At least one first aider will be on duty at break and lunchtimes and there will always be a first aider in the office in lesson time.

Consideration must also be made to ensure first-aid cover during absences, such as training and sickness. This is the responsibility of the Office Manager.

Categories of Incidents and Procedures

Any pupil complaining of illness or who has been injured is sent to the Main Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay in the academy, parents / carers should be contacted as soon as possible so that the child can be collected and taken (or sent by taxi) home.

Asthma Treatment and Inhalers

Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.

A list of asthma sufferers is kept within the School Office.

Asthma treatments for pupils (inhalers etc) are kept in the school office in a labelled box with the child's name and class.

Asthma treatments are to be administered by the pupil. After a treatment has been administered, the school office records the date and time.

Asthma treatments are taken on Educational Visits and 'off site' sporting activities.

Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to the 'Medical room or the Main Office, or a suitable bench in a courtyard. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times. **All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.**

Minor Cuts

In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Staff observation is maintained
- Children are advised to show/tell parents; home school diary is used.

Sprain or Bruise

A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevation.

If in doubt, parent/s are contacted and staff observation is maintained

More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the Medical Room. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents /appropriate adult arrive, with the emphasis on making the child

as comfortable and as settled as possible.

Stings/Bites

If case is serious/ parent/s are contacted – no stings should be removed.

Faints and Shocks

A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents – the pupil should go home

Epipens and Anaphylaxis Shock Training

A list and photograph of anaphylaxis sufferers are displayed in the Staff Room. Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom or Main Office depending on age / timetable of the student.

Epipens can only be administered by members of staff who have received epipen training. Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.

Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.

Epipens and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.

Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Very Serious Injuries

In the event of a very serious injury, parents/carers are immediately contacted.

The Principal will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Principal will contact the parents / carers for them to take over responsibility for the child. If the parents cannot be contacted then the Principal may decide to transport the pupil to hospital. Where the Principal makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- A second member of staff will be present to provide supervision for the injured pupil.

Parents are kept informed of developing situations. Very serious injuries are considered to be:

- **Severe Bleeding**
- **Burns/Scalds**
- **Unconsciousness**

The event is subsequently recorded in the Accident Report Book

The First Aid Policy is based on collaboration and student welfare. All staff automatically assist the teachers on break duty and the first-aiders in the case of a serious injury.

Defibrillator

There is a defibrillator situated in the reception office, there are 7 first aiders are fully trained in the use of the equipment. However all first aid courses include a brief outline on the use of the equipment, so if the appropriate trained first aider is not available in an emergency another first aider will be aware of what is required.

First-Aid Record Keeping

It is the responsibility of the Business Manager, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown in the health & safety policy.

After administering treatment, first aiders will ensure they adhere to the academy arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

All incidents, injuries, head injuries, ailments and treatment are reported on the accident form available in reception office.

The information recorded will include:

- date, time and place of incident;
- name and, where relevant, job title of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc. and name and signature of the first aider or person dealing with the incident.

Parents / carers are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.

Class teams contact parents by phone concerning first aid given and report any concerns about the injury, and a record the conversation should be input on IRIS.

Staff should complete an accident form if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Duty to Inform Staff of First-Aid Arrangements

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

The Facilities Manager must ensure that a notice giving the names of first aiders, their location and telephone number and the location of first-aid boxes, is posted in each of the following locations:

- Medical Room
- Staffroom
- Main Office
- Food Room

Notices will be inspected and kept up-to-date by the Facilities Manager as part of the regular health

and safety inspections.

Administering First Aid Off Site

First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment. A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.

The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit. All adults present on the visit should be made aware of the arrangements for First Aid.

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.

Our First Aiders are:

Name	Date qualified <i>*renewal booked date</i>	Date for renewal
Stewart Burwood	16/01/2020	15/01/2023
Shanney Clarke	29/03/2019	28/03/2022
Matt Conant	17/06/2021*	
Debbie Dunnachie	24/08/2018	24/08/2021
Amy Garnham	11/03/2020	10/03/2023
Danni Gee	29/04/2021	28/04/2024
Kayleigh Goadby	25/07/2018	25/07/2021
Michael Gregson	08/05/2019	07/05/2022
Stefan Grudzinski	19/07/2018	19/07/2021
Penny Harding	30/11/2020	29/11/2023
Lorraine Nichols	25/07/2018	25/07/2021
Jake Saville	29/04/2021	28/04/2024
Rachel Smith	17/06/2021*	18/01/2020
Victoria Smith	29/03/2019	28/03/2022
Nicola Sullivan	06/05/2021	05/05/2024

Fully Defibrillator Trained 07/02/2019