

First Aid policy

Academy: WROUGHTON ACADEMIES

1. INTRODUCTION

The policy is provided to offer clear guidance and information on how the Academy will meet first aid requirements, manage and report illness and how accidents are dealt with within each Academy.

The policy adheres to the legal requirements listed in *Guidance on First Aid in Schools 2014*¹ and *Supporting Students at school with Medical conditions 2015*²

The policy covers:

- Risk Management of First Aid
- First Aid concerns
- Reporting of incidents
- Illness
- Hygiene procedures for bodily fluids

The policy should be read alongside the Trusts policies on:

- Health and Safety
- Supporting Pupils with Medical Conditions
- Educational Trips and Visits

2. AIMS & OBJECTIVES

- To identify the first aid needs of the Academy in line with current legislation.
- To ensure that first aid provision is available at all times while people are on Academy premises, and also off the premises whilst on educational visits.
- To ensure the appointment of the appropriate number of suitably trained people as First Aiders to meet the needs of the Academy and to maintain a record of that training and review annually (minimum of 1:50)
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the Academy's First Aid arrangements.

¹ see <https://www.gov.uk/government/publications/first-aid-in-schools>

² see <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- To keep accident records and to report using SmartLog and as necessary to the HSE as required by legislation.
- To administer immediate attention to pupils in the event of accident or injury where staff have been made aware and necessary, follow up action taken.
- To inform parents immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or if they have been referred to hospital

3. RISK MANAGEMENT

There should be a risk assessment of first aid needs for each individual Academy within the Trust to ensure that adequate provision is available. A guide is available from the SJA ³

The Trust ensures all its schools make every effort to minimise the risk of accidents and prevent dangers and incidents occurring. However, in the event of any accidents/incidents to students, staff parents and visitors, these will be recorded as soon as practicably possible using SmartLog.

4. FIRST AID

a) Procedure

Whilst it is accepted that each incident/accident is different, a consistent approach to treatment of an injured person will have the greatest chance of applying the most effective treatment. The procedure in Appendix 1 should form the basis of all call outs to accidents and incidents within the Academy.

b) Accommodation.

Legislation requires the provision of suitable accommodation for medical needs of students. The Academy's nominated accommodation is: Disabled Toilet in the Juniors

c) Provision.

First aid supplies are located at various points around the premises. The contents of these boxes should be as per the legal minimum and should be specific to user and area as identified by the risk assessment. These are listed in Appendix 2. Signage details the nearest first aid box and staff should be made aware of these. These should be reviewed annually.

³ see <https://www.sja.org.uk/sja/training-courses/first-aid-in-schools/schools-first-aid-needs.aspx>

d) First aid contacts.

Anyone requiring first aid should in the first instance contact: The Teaching Assistant / Midday Supervisor nearest to the incident. If this person is unavailable the injured party should go to main reception or inform another member of staff immediately.

e) Named First Aiders.

A list of first aiders is held by the Headteacher and should be available through main office. Examples of these are listed on Appendix 3.

f) Training.

First Aid Training is undertaken by SLA with St. Johns Ambulance across the Trusts schools. Those seeking to be first aid trained should be agreed by the Headteacher of the Academy. This training should be updated every 3 years as a minimum. (Note: If any other training provider is used, they must be suitably qualified.

g) AEDs.

These are available in school at the following location(s): Disabled Toilet in the Juniors.

these are designed to be used by any member of staff or pupil whether first aid trained or not.

h) Trips and Visits.

First Aid arrangements for School Trips and Visits are contained in the Educational Visits Policy. Appropriate first aid provision should form part of the arrangements for all out of school activities. First Aid kits should be taken on school trips and any qualified first aider should be responsible for equipment use and taking charge of any emergency situation should it arise.

i) Medications.

HSE Legislation states that the provision of First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who administer medications must be trained to do so and have written permission of parent/carer beforehand.

j) Recording.

- Written records will be made on each occasion when any pupil, member of staff or other visitor/parent/carer receives first aid treatment on Academy premises or as part of a school-related activity.
- Accidents and Incidents should be logged separately from sickness and illness using SmartLog
- Injuries not received on school premises and not related to an off-site school activity do not need to be recorded.

- First aid books will be regularly reviewed, records to be added to SmartLog and any background data communicated to the Trust for data analysis.
- The Trust will endeavour to keep records should be stored for six years after the student reaches their 18th birthday.

k) Safeguarding.

If a staff member has a welfare concern regarding an accident or incident being dealt with through 'First Aid' they should follow the Safeguarding process. If a pupil makes a disclosure during the administration of first aid this must be reported as per the safeguarding policy. DSLs will be able to access to view accident and incident records held on SmartLog.

To ensure members of staff are aware of situations regarding potential allegations of professional misconduct, any situations requiring pupils to remove clothing to have a first aid properly looked at must always be done with two members of staff present and this be recorded accordingly.

l) Emergency situations

If pupils require hospital assessment, parents/carers must be informed immediately. If deemed to be a non-emergency parent/carer will be asked to collect the pupil without delay and accompany them to a hospital of their choice. If the pupil must attend hospital without delay the pupil should be accompanied by a nominated member of the Academy's staff who will act *in loco parentis*. This would normally be a member of Support Staff

If the Academy has a set protocol on ringing for an ambulance this should be listed in Appendix 4.

m) Head injuries

If pupils have an injury to the head they should receive first aid on the day of their injury, preferably as soon as possible. Where this injury is affecting their normal school abilities (e.g., dizziness nausea fainting bleeding) they will be provided with a head injury text message and efforts should be made to contact parent. In the event of a serious head injury or concussion immediately call a first aider and call 999 as appropriate.

5. REPORTING OF ACCIDENTS/INCIDENTS

a) Reporting to HSE

Serious accidents, incidents, dangerous occurrences and near misses will be reported as per the CET Health and Safety Policy. The responsibility for investigating these incidences and appropriately recording them onto SmartLog lies with the following personnel: Carrie Nichols.

Those incidents which need to be reported to RIDDOR are:

- Accidents resulting in death or major injury
- Staff accidents which prevent normal duties for more than 7 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures/Dislocations (with the exception of fingers and toes) caused within normal lessons
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric shock
- Injury leading to hypothermia
- Pupils requiring a hospital visit to A and E following an injury at school within HSE guidance⁴

b) Reporting to the Trust

Information regarding periodic accident and incident data should be provided by the Academy to the Trust on SmartLog or by request on in the event of an audit. Any accidents, incidents, dangerous occurrences or near misses reportable to the HSE should be identified to the trust as soon as possible (latest within 48 hours) of the incident occurring. This is to ensure that any dangers or risks are being investigated and systems reviewed with the aim of reducing any future such occurrences and sharing information across all Academies in the Trust.

6. ILLNESS

a) Sending pupils home

Each case will be assessed on its merits. Pupils will be sent home if it has been advised by a first aider that they are not fit for lessons or who pose a risk to the health of other pupils or members of staff. A designated adult on Arbor must be contacted prior to sending the pupil home to ensure safeguarding processes are followed.

Pupils may be allowed to go home on their own if the parent is happy with this, however if they are unable to do so safely, they will not be advised to walk home on their own.

Pupils having issues with breathing, asthma, dizziness fainting or anaphylaxis should stay with a member of staff and a first aider called immediately. Health

⁴ see <http://www.hse.gov.uk/pubns/edis1.pdf>



Appendix 6

Care Plan information must be followed, and emergency services contacted if appropriate.

b) Taxis/staff transport

Academy staff will not accompany students' home under any circumstances in their own vehicles unless a safeguarding emergency is present, and this has been agreed by the DSL. Taxis can be arranged with agreement of and payment by parent/carer.

c) Emergency Medications

Trained members of staff are permitted to administer inhalers, AAI's and other emergency medication for use with specific pupils with written permission from parent/carer.

d) Pre-existing conditions

Pupils with pre-existing conditions should be directed to their own GP for initial advice on these issues. First aiders within the Academy are not trained to give general medical advice. If teaching or practical support is required for such pupils within the Academy this should be provided through guidance in the Supporting Pupils with Medical Conditions Policy.

7. HYGIENE PROCEDURES FOR SPILLAGE OF BODILY FLUIDS

See Appendix 6 for Hygiene procedures for spillage of bodily fluids.



Appendix 7 Location of first aid boxes

Location	Type	Quantity	Notes:
Main Office	Large Clear plastic Box	1	Checked Weekly
Nursery	Clear Plastic Box	1	Checked termly by class TA's or as needed
Quintin Blake Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Hans Christian Anderson	Clear Plastic Box	1	Checked termly by class TA's or as needed
Nick Butterworth Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Judith Kerr Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Michael Rosen Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Emily Gravett Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Roald Dahl Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Marcia Williams Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Anne Fine Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Tom Fletcher Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Cressida Cowell Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
JK Rowling Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Malorie Blackman Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Michael Morpurgo Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
David Walliams Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Philip Pullman Class	Clear Plastic Box	1	Checked termly by class TA's or as needed



Anthony Horowitz Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
Rick Riordan Class	Clear Plastic Box	1	Checked termly by class TA's or as needed
All MSA's	Bumbag – Green	14	Updated and stocked by individual's as needed
Junior Cooking / Intervention Room	Bumbag – Green	1	Checked 05 09 23
Main Office	Travel First Aid bag for trips	1	Checked 05 09 23
Business Manager Office – Juniors	Medium Box – Green	1	Checked 05 09 23
AED kit – Disabled Toilet - Juniors	Auto AED kit - BLACK	1	September 2023
AED kit – Infant Staff room - Infants	Auto AED kit - black	1	September 2023
Disabled Toilet- Juniors	Medium Box- Green	1	September 2023
Infant Staff Room - Juniors	Medium Box - Green	1	September 2023



Appendix 3

List of named first aiders

1. Kylie Aldridge	1/9/2025
2. Hannah Allen	1/9/2024
3. Julie Baker	1/9/2025
4. Kelly Barnard	1/9/2025
5. Louann Bircham	28/9/23
6. Lucy Clarke	23/9/2024
7. Anne Crickmore	1/9/2025
8. Jasmine Daldry	1/9/2025
9. Geraldine Deacon	1/9/2025
10. Lynsey Eaglen	28/9/23
11. Chelsea Eales	1/9/2024
12. Gill Harvey	1/9/2025
13. Nikki Hedges	1/9/2025
14. Beth Hughes	1/9/2025
15. Victoria Jobling	1/9/2025
16. Alison Keenan	1/9/2025
17. Amy Lane	23/2/2024
18. Lauren Loud	1/9/2024
19. Julie Lawson	1/9/2025
20. Catherine Nicholas	1/9/2025
21. Carrie Nichols	1/9/2025
22. Kerrie Platten	1/9/2024
23. Katrina Pulek	1/9/2025
24. Jo Robinson	1/9/2025
25. Christina Sayer	1/9/2025
26. Rachel Smith	1/9/2025
27. Jodi Stephenson	1/9/2025
28. Paul Utting	1/9/2024
29. Rachel Walker	1/9/2025
30. Kelly Wilshire	1/9/2025
31. Cher Young	1/9/2025
32. Deborah Paton	31/10/2025
33. Rachel Walker	31/10/2025
34. Kaci Carter	Awaiting First Aid course