

**The Boston Witham
Academies Federation**



**Staniland
ACADEMY**

Staniland Academy

First Aid Policy

Monitoring Responsibility	Head of Academy
Date Ratified	May 2020
Approval Body	Local Governing Body
Chair of Committee Signature	

Statement of intent

Staniland Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Staniland Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behaviour for learning Policy**
- **Child Protection and Safeguarding Policy**
- **Educational Visits Policy**

The Head of Academy has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- **The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance**
- **Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance**

Aims

- All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- All staff will endeavour, at all times, to secure the welfare of all pupils.
- Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- **Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitors to be well looked after in the event of any illness, accident or injury; no matter how major or minor.**
- **Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.**
- **Ensure that medicines are only administered at the school when permission has been granted for this.**
- **Ensure that all medicines are appropriately stored.**
- **Promote effective infection control.**

EXCEPTIONS:

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

EQUIPMENT:

To achieve the aims of this policy, the school will have suitably stocked first aid boxes.

Where there is no special risk identified, a minimum provision of first aid items would be:

- **wrapped sterile adhesive dressings (assorted sizes)**
- **sterile eye pads**
- **triangular bandages (preferably some sterile)**
- **medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings**
- **large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings**
- **disposable gloves**

Equivalent or additional items are acceptable.

These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. The administration manager must ensure that there is a sufficient supply of equipment to enable the First aid boxes to be re-stocked.

LOCATION OF EQUIPMENT:

First aid boxes are located in the following areas:

- The main office
- Hygiene suite

Medicines:

- inhalers are stored in the child's classroom near the fire exit door.
- epi-pens are stored in the child's classroom that are easily accessible and all members of staff in the year group knows where they are
- all other medication is stored in the fridge in the main office (out of bounds to children).
- note: Any amphetamine-based drugs, (such as those used to treat ADHD) are to be stored in a locked cabinet, which is in the main office, as these are classed as controlled drugs.

First aiders

A list of current first aid appointed staff is available in the main office.

At least one First Aid trained adult should be in a Pod and if this is not available one should be assigned to a group of pods.

Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional

medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.

- Call an ambulance, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to hospital. Moving the victim(s) to get medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Head of Academy
 - The Trust Premises Manager
 - The parents/carer of the victim(s)

Reporting to parents

In the event of incident or injury to any pupil within Pods, the parents will need to be informed at collection or via phone call.

Should any injury a head occur, the school will endeavour to contact parents via phone in addition to a written slip being sent home.

In the event of serious injury or an incident requiring emergency medical treatment, the person administering first aid will endeavour to contact the pupil's parents as soon as possible.

A list of emergency contact details is kept in the main office.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicines stored in classrooms such as inhalers will be stored in a basket or other container near the fire exit.

Only medicines prescribed by a doctor are allowed to be administered in school. A medicine consent form must be completed prior to the administration of any medicines and all

medicines administered will be witnessed by two members of staff, one staff member signs the administration sheet (exception inhalers). Some medicines require specialist staff training prior to administration and the school reserves the right to say that a child is not allowed on school site (For Health and Safety Reasons) until such a time as this specialist training has been completed.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

Parents are required to advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include severe allergic reactions, epilepsy and diabetes. A disclaimer will be signed by the parents in this regard. An Individual Health Care Plan may also need to be put in place (Following the DfE guidelines on 'Supporting Children with Medical Needs in Schools').

Illness

If a child becomes ill during the day, the school will endeavour to contact parents / carers who will be asked to pick their child up from school as soon as possible. The child will be monitored and may need to sit at the office or other area of the school until they are picked up.

Covid-19 related Symptoms

Parents are to be informed if their child is showing the following symptoms after consulting with Rachel, Kerry or Peter: a new continuous cough and a high temperature (37.8 degrees centigrade or higher). If the symptoms are displayed, then their child is to stay at home, self-isolate and follow NHS current advice. Rachel, Kerry or Peter will then follow the guidance and steps laid out in the risk assessment in terms of letting all parents know in the pod, arranging for testing (if needed) and following any isolation periods (see risk assessment for more details).

Learners showing/developing symptoms during the school day are to be taken to a designated isolation area and made comfortable whilst they await collection by their guardian.

Current advice can be found on www.nhs.uk/coronavirus and <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Note: staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.