



Staniland Academy

First Aid Policy

Monitoring Responsibility	Head of Academy
Date Ratified	March 2020
Approval Body	Local Governing Body
Next Review Date	March 2021
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 visitor 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
- One pair of disposable gloves

Equivalent or additional items are acceptable.

The administrator manager is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

LOCATION OF EQUIPMENT:

First aid boxes are located in the following areas:

- medical room
- main office
- Foundation Stage office

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

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

The Head of Academy is responsible for ensuring that there are adequate numbers of trained staff and that their first aid certificates are kept up-to-date (Including an appropriate number of first aiders who are paediatric trained).

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

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 a pupil in Foundation Stage, at least one of the pupil's parents must be informed. This is done via a slip home at the end of the school day unless it is more serious, in which case a phone call will be made.

However, should any injury to the 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.

Educational visits and events off-site

Before undertaking any off-site events, the teacher organising the visit or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Head of Academy or Educational Visits Coordinator (EVC) before the event is organised.

Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

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. Children with epi pens are to bring in two into school, one to be locked in the main school office and the other to be kept high in the teacher's cupboard.

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 where a set time instruction has been given or a medicine is to be given four times a day. 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.

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.