



First Aid Policy October 2021

EBN Trust

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1) Purpose of this Policy

First Aid at EBN Academy is to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **Qualified First Aiders** and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of these procedures is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB: *The term **FIRST AIDER** refers to those members of the academy*

*who are in possession of a valid **First Aid at Work Certificate** or equivalent.*

2) Roles and Responsibilities

FIRST AIDERS will:

- Liaise with HR Manager to ensure that their qualification and insurance (provided by the academy) are always up to date.
- Always attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that a named First Aider oversee the First Aid kits which will be regularly checked each half-term
- Advise any casualty who has sustained a head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up their child and take them to hospital; ensure that parents are aware of all head injuries promptly.

- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance if requested by paramedics, if parents are unavailable.
 - Followed to hospital by a member of staff to act in loco parents if a relative cannot be contacted, in exceptional circumstances.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital; however, an appropriate person should be sent.
- Communication **must** occur with cover teacher to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the event, in the file provided in Reception. In the case of an accident the Accident forms in the 1st Aid folder must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.
- Any bloodstains on the ground must be washed away thoroughly by site supervisor staff/cleaners. No contaminated or used item should be left lying around.
- Any medication such as Ritalin, insulin, EpiPen will be stored in a secure cabinet and be allocated to relevant students in line with medical guidance provided by parents.

THE BOARD OF DIRECTORS will:

- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on academy premises
- Ensure all new staff are made aware of First Aid procedures in academy.

The Leadership Team (Executive Head Teacher, Head Teacher, Deputy Head Teacher)
will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that all staff have the relevant information relating to students with specific medical needs and that where required additional training around dealing with these needs has been completed by all staff e.g. EpiPen, diabetes etc
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available to staff responsible for academy trips outings.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by receptionist/Head PA.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty unless in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency First Aid in School Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the first aid or reception if they are able to walk where a First Aider will see them; the student should always be accompanied.

- Call a first aider for a student who feels generally 'unwell', in particular if their deterioration seems uncharacteristic and is causing concern.
- Personal coaches will accompany students to the sick room to monitor students who are feeling generally unwell.
- Attend CPD training as appropriate.
- Ensure that they have a current medical consent form for every student that they take out on an academy trip, which indicates any specific conditions or medications of which they should be aware.
- Have a regard to personal safety.

Receptionist/Head PA will:

- Ensure that individual medical needs of all students are shared with all staff.
- Call for a qualified First Aider, unless they have first aid qualifications, to treat any injured student. This should be done by telephone in the case of minor injuries or by radio in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aider in calling for an ambulance or contact relatives in an emergency.

3) Administration of Medication

- The information in this section is generic. More detailed information about administration of medication can be found in the Supporting Students with Medical Conditions Policy
- The Academy will only administer paracetamol if consent has been gained from a student's parent
- Where a child is prescribed medicine that must be taken during the school day the Academy will administer this medication in line with the prescription detail
- Where medication is administered a clear record must be kept of the administration including the member of staff giving the medication, time, date, medication and dosage. The administration must be witnessed and the witness must sign to say the correct dosage has been given.
- Medication will be kept in a secure area of the Academy along with records relating to administration. Where medication becomes out of date it will be disposed of in an appropriate way either by return to a parent/carer or at a pharmacy.