



BiggleswadeAcademy

First Aid Policy

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1. Introduction

- 1.1 Biggleswade Academy ('The School') is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.
- 1.2 The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out in regards to all staff, pupils and visitors.
- 1.3 The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.
- 1.4 This policy complies the Health and Safety at Work Act 1974, subsequent regulations and guidance including the Health and Safety First Aid Regulations 1981 as well as RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 1.5 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 use their best endeavours, at all times, to secure the welfare of the pupils.
- 1.6 Anyone on the School premises is expected to take reasonable care for their own and others' safety.

2. Aims of this Policy

- 2.1 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.
- 2.2 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 2.3 To ensure that medicines are only administered at the School when express permission has been granted for this.
- 2.4 To ensure that all medicines are appropriately stored.
- 2.5 To promote effective infection control.
- 2.6 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.

3. To achieve the Policy Aims, the School will:

- 3.1 Have suitably stocked first aid boxes
- 3.2 Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury).
- 3.3 Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of employees who have undergone first aid training, which can be requested from the School Business Support Manager.

- 3.4 Provide information to employees, pupils and parents on the arrangements for first aid.
- 3.5 Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- 3.6 Ensure that an accident/incident record file is maintained in the office and every incident that requires first aid is recorded including any treatment given. Parents to be notified where any child has had an accident at school. The forms will be reviewed and analysed for patterns regularly and remedial action put in place.
- 3.7 Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit will be taken on all such trips.
- 3.8 Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- 3.9 Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- 3.10 Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

4. First Aiders

- 4.1 The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.
- 4.2 First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Business Support Manager.

5. Emergency Procedure in the event of an accident or injury

- 5.1 If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling for a First Aider.
- 5.2 If summoned, 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.
- 5.3 If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:
 - a) First Aid administered as necessary by designated First Aider.
 - b) Complete an Accident/Incident Form
 - c) Parents informed by note in planner
- 5.4 Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:
 - a) 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 summoned. Also, in

some situations, action now can prevent the accident from getting more serious, or from involving more victims.

- b) Call an ambulance, or (if advised by a member of SLT that this is appropriate, after receiving the parents clear instruction) take the accident victim(s) to a doctor or to a hospital.
- c) Moving the victim(s) to 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.
- d) Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.
- e) 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 summoned immediately.
- f) When the above action has been taken, the incident must be reported to:
 - I. the School Business Support Manager and SLT
 - II. the parents (or other closest relatives) of the victim(s)
 - III. the police, if a criminal offence may have occurred
 - IV. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- g) Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
- h) Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
- i) Complete an Accident/Incident Form
- j) If the accident is serious, the matter will be reported to the school Governors and the school's insurers. Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown.
- k) Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.
- l) Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.
- m) If the accident is very serious, or fatal, report the matter to the Health and Safety Executive.
- n) Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

6. Ambulances

- 6.1 The designated First Aider is to always call an ambulance on the following occasions:
- In the event of a serious injury;
 - In the event of any significant head injury;
 - In the event of a period of prolonged unconsciousness;
 - Whenever there is the possibility of a serious fracture;
 - Whenever the first aider is unsure of the severity of the injuries;
 - Whenever the first aider is unsure of the correct treatment.
- 6.2 If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents/carers/guardians is present.

7. Procedure in the event of contact with blood or other bodily fluids

- 7.1 First Aiders should take the following precautions to avoid risk of infection:
- Cover any cuts and grazes on their own skin with a waterproof dressing;
 - Wear suitable disposable gloves when dealing with blood or other bodily fluids;
 - Use suitable eye protection and a disposable apron, where splashing may occur;
 - Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
 - Wash hands after every first aid.
- 7.2 If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:
- Wash splashes off skin with soap and running water;
 - Wash splashes out of eyes with tap water and/or an eye wash bottle;
 - Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - Record details of the contamination;
 - Take medical advice (if appropriate).

8. Reporting to parents

- 8.1 In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 8.2 Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 8.3 In the event of serious injury or an incident requiring emergency medical treatment, the office will telephone the pupil's parents as soon as possible.

9. Visits and events off site

- 9.1 Before undertaking any off-site events, the teacher organising the trip or event will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved.
- 9.2 Please refer to the School Trips Policy for further information.

10. Administering medicine in school

- 10.1 At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the staff room, in pupil files and in the office.
- 10.2 Children with Medical conditions have to have a care plan, signed by parents/guardians. These need to be checked and reviewed regularly.
- 10.3 Medications can be administered only if the parent/guardian fill out the parental consent form for administering medicine. The form can be obtained from the school office. Parents need to give the completed form to the school office together with the medication. A completed copy of the 'Parental consent form for administering medicine' must be kept in the First Aid and Medicine file.
- 10.4 Only prescription medication can be administered in school to pupils in pre-school to year 4. Non-prescription medication can be administered in school to pupils in year 5 to 8.
- 10.5 Medicines are always securely stored in accordance with individual product instructions. Medications that need to be kept in the fridge can be stored in the office. Fridge temperatures will be check twice a day.
- 10.6 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 pupil and the date of expiry of the medicine.
- 10.7 All medicines will be returned to the parent when no longer required to arrange for safe disposal. Any uncollected medication will be disposed of at a local pharmacy.
- 10.8 A supply of medication should be available for pupils with medical conditions that require regular medication. Parents should 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.
- 10.9 Please see the Supporting Pupils with Medical Conditions Policy for further information.

11. Illness

- 11.1 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up. This area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time.

12. Conclusion

- 12.1 Parents will be asked to complete and sign a Medical Consent Form when a child is enrolled to the school, which includes emergency numbers and consent for the administration of emergency first aid. Details of allergies and chronic conditions will be included on this form.
- 12.2 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.

13. Record Retention

- 13.1 Minor first aid records will be kept for a minimum of 3 years.
- 13.2 Child accident/incident records will be kept until they are 25 years old.
- 13.3 Adult visitor accident/incident records will be for 6 years.
- 13.4 Accident/injury at work records will be kept for 12 years.