



ASPIRE ACADEMY

FIRST AID

POLICY AND PROCEDURES

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	July 2014
POLICY REVEIWED/REVISED	8th March 2016
POLICY TO BE REVIEWED ANNUALLY OR AS REQUIRED	

Signature: *Val Jones*

Date: 8th March 2016

Name: Val Jones

CHAIR OF GOVERNORS

SCOPE

1. The Principal is responsible for implementing and ensuring that all staff at Aspire Academy are aware of and comply with this policy. This policy should be read in conjunction with the Health and Safety Policy.

PRINCIPLES

2. The underlying principles of this First Aid Policy are:
 - (a) To identify the first aid needs of the Academy in line with the Management of Health and Safety at Work Regulations 1992 and the Early Years Foundation Stage Framework
 - (b) To ensure that first aid provision is available at all times while staff, pupils and visitors are on school premises

NB: First Aid cover during school visits off the premises is to be included within the risk assessment for any such event or activity

OVERVIEW

3. First aid will be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There will be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. Contractors who work on site must provide their own first aid. The Governing Body have ensured that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
4. The Principal will undertake a first aid risk assessment. This risk assessment will be reviewed if there is any significant changes at the Academy, and at a nominal yearly interval.
5. A responsible member of staff (ideally a first aider) should be allocated the duty of day-to-day management of first aid within the establishment, this will include:
 - reviewing the first aid risk assessment whenever necessary
 - co-coordinating first aid training to ensure continuation of competency
 - ensuring that first aid supplies are replenished, kept in date and correctly stored

QUALIFICATIONS AND TRAINING

6. All first aiders will hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. The position of first aider is an entirely voluntary post.
 - **First Aid at Work (FAW)** – a 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal

course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

- **Emergency First Aid at Work (EFAW)** – A 1-day course in first aid delivered by an HSE approved training organisation or a training organisation that has gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.
 - **Paediatric or Early Years First Aid (EYFA)** – A 2-day course specialising in first aid for children aged up to 5 years, delivered by a provider approved by the Local Authority (LA). This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.
7. There will be a sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number will also be sufficient to ensure provision can be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off-site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained. The HSE recommends that the number of certified first-aiders is one per 50 to 100 pupils/staff. Aspire Academy will ensure that there at least 3 certified first aiders.
 8. Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there will be at least one person present who has a current early years first aid certificate (paediatric first aid certificate).
 9. First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.
 10. The Principal will ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices will be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings.

ACCIDENT PROCEDURES

- 11a. If there is any possibility of injury after an incident, pupils will be checked by a first aider. If a pupil needs to go to hospital to be checked, parents will be notified. Depending on circumstances (e.g. the degree of urgency, and the whereabouts of the parents) either the first aider or another member of staff will accompany the pupil while parents/carers make their own way there. In all cases of accident or injury an incident form must be filled in.
- 11b. Any pupil complaining of feeling unwell can be sent to a first aider. Staff must use their judgement as to whether this is necessary or not. First aiders will keep a record of pupils sent to them: the time and date of referral, the reason, the referring adult and the time of return to other action. Only SLT will make the decision to send pupils home. Pupils will not be sent home unless parents/carers have been contacted. A record will be kept of all pupils who have been sent home.

- 11c.** In the case of a medical emergency, a first aider will be immediately contacted. In the case of serious injury the person will be left where they are, but will be protected from the weather and kept warm. If the decision is made to call an ambulance, the first aider with the injured person will make the call from a mobile to enable them to give as much information as possible. They will then inform the Academy office immediately that an ambulance has been called, and the name of the injured person. In the case of this being a pupil, the office will call the parents/carers and inform the Principal. The parents/carers will be advised to await a second call, letting them know which hospital the ambulance is going to so that they can make their own way there. The pupil's full details will be printed out and given to the paramedics.

HEAD BUMP LETTERS

- 12.** Children often bump their heads without further consequences but parents will be informed about head bumps so that they can look out for signs that the injury could be more serious. Staff will record each head bump in the first aid record book and send a standard head bump letter home to parents and carers. If staff feel that the head bump is of a more serious nature, they will use their judgement to decide whether to ring a parent or carer and ask them if they wish to collect the pupil

CALLING THE EMERGENCY SERVICES

- 13.** When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed – let the emergency services decide the appropriate course of action based on the information that you give them.

PUPILS WITH MEDICAL CONDITIONS

- 14.** First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment.
- 15.** A record of all known pupil health problems and care plans will be kept in pupils' files and the SEN register will also detail medical information which staff need to be aware of. These will both be updated regularly. Pupils with allergies and serious medical problems will have their photo and a brief description of the allergy or illness placed on the staffroom noticeboard to ensure all staff can contribute to their wellbeing.

HYGIENE AND INFECTION CONTROL

- 16.** First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items will be disposed of in black plastic bin bags, tied up and placed directly into waster bins with other inert waste.

RECORD KEEPING

17. All first aiders should ensure that a record is made of all first aid treatment they give. This must include:
- the date, time and place of the injury or illness occurring;
 - the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
 - details of the injury or illness and what first aid was given;
 - what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
 - the printed name of the first aider or person dealing with the casualty.

FIRST AID KITS

18. There will be at least three first aid kits for use on the premises and one or more kits to be taken on off-site visits. High-risk areas such as laboratories and workshops will have their own first aid kits, and kits will be immediately available on playing fields. First aid kits will be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background. The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items, in line with the British Standard for the First Aid box contents.

MEDICAL ACCOMMODATION

19. Aspire Academy has a medical room available. It is located on the ground floor with reasonable access for a wheelchair or stretcher to the space reserved for emergency vehicles.

EPIPEN MANAGEMENT AND ADMINISTRATION

20. Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto-injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use pre-loaded automatic injection and is designed to be used as a first aid device by people without formal medical training.

If a child has been prescribed an EpiPen it is necessary that training in its use is a part of professional learning provided each year by a Registered Training Organisation, as part of development of the Individual Anaphylaxis Management Plan. Records of staff who have received this training are kept at reception. If a pupil has been prescribed an EpiPen, a minimum of two EpiPens must be provided by the pupil's parents to the school.

STORAGE OF EPIPENS

21. EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored at **Reception** in an unlocked, easily accessible place away from direct heat. They should not be stored in the refrigerator or freezer
 - EpiPens should be clearly labelled with the pupil's name

- Each pupils' EpiPen should be distinguishable from other students' EpiPens and medications
- All staff should know where the EpiPen is located
- The EpiPen should be signed in and out when taken from its usual place, such as for camps, or excursions
- Depending upon the speed of past reactions it may be appropriate to have the EpiPen in class or in a bum bag for outside use
- It is important that trainer EpiPens (which do not contain adrenaline) are kept in a separate location from pupils' EpiPens.

KEY INFORMATION ABOUT EPIPENS

- 22.** EpiPens should not be cloudy or out of date. They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them. It is the parent/carer's responsibility to supply the pupil's EpiPen to the school and to replace it before it expires. It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term. At least a month before its expiry day, the designated staff member should send a written reminder to the parents/carers to replace the EpiPen. Adopting the practice of returning the EpiPen to the family at the end of each term is suggested. Return or replacement of the EpiPen should take place when the pupil recommences school in the new term.
- 23.** Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed. EpiPen should be administered if there is difficulty in breathing and an ambulance should be called. If the ambulance has not arrived and the patient has not recovered, a second dose should be administered within 10 minutes.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES

- 24.** Aspire Academy recognises its legal responsibility under the RIDDOR regulations (Reporting of Injuries, Diseases and dangerous Occurrences 1995) and will report all accidents and ill health at work accordingly.