

# First Aid Policy

July 2021

Date Approved:	<b>July 21</b>	Review Date:	<b>July 23</b>	Approved by:	The Trust Board
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## **1. Policy Statement**

- 1.1. Fareham Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities.
- 1.2. Responsibility for first aid at Fareham Academy is held by the Senior Assistant Headteacher who is the responsible manager.
- 1.3. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **2. Aims & Objectives**

- 2.1. Our first aid policy requirements will be achieved by:
  - 2.1.1. carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
  - 2.1.2. ensuring that the First Aid Needs Assessment will be reviewed every 2 years or following any significant changes that may affect first aid provision.
  - 2.1.3. ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
  - 2.1.4. ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
  - 2.1.5. ensuring the above provisions are clear and shared with all who may require them.

## **3. First Aid Training**

- 3.1. The Senior Assistant Headteacher will ensure that appropriate numbers of emergency first aiders are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.
- 3.2. As far as reasonably practicable, the Academy will provide a First Aider on site from 6.30am until 10.30pm through-out the year. There will be First Aid cover during breaks and lunches. At least one member of staff on every trip, outing or off-site visit will hold a First Aid qualification. A list of trained First Aiders including their location and extension number is displayed throughout the Academy.
- 3.3. Members of staff identified as needing a First Aid Qualification could include all members of the PE department, members of the site team, the community assistant, the receptionist and the science technicians.

## **4. Emergency First Aiders (HSE approved 1-day emergency first aid course)**

- 4.1. At Fareham Academy there are sufficient staff who are emergency first aiders who are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

## **5. First Aid Provision**

- 5.1. Our First Aid Needs Assessment has identified the following first aid kit requirements:
  - 5.1.1. 12 first aid kits are kept on the premises (1 in reception, 1 in the site office, 2 in the community area, 1 in art, 1 in the English department, 1 in the science department, 2 in product design, 1 in PE, 1 in the medical room and 1 in the LRC).
  - 5.1.2. 6 travel first aid kits (3 are kept in the medical room for use on school trips. 1 is held in PE and 1 is kept in each minibus: GU63 UAJ and GD08 EVW).
- 5.2. There is one appointed person for each First Aid kit to check their contents and to record the findings on the First Aid Kit Checklist. Completed checklists are to be passed to the Health and Safety Co-ordinator for ordering more provisions and for filing.
- 5.3. The Medical Room in Student Support Services is designated as the first aid room to:
  - 5.3.1. administer medication,
  - 5.3.2. for students to sit or lie down when they are feeling ill,
  - 5.3.3. for the storage of medicines, sanitary ware, first aid items,
  - 5.3.4. to keep records of prescribed medicines,
  - 5.3.5. to keep the student care plan and pupil profiles
- 5.4. There is a lockable cabinet to store medication, a fridge, a bed, a telephone and access to water.
- 5.5. The academy has a defibrillator which can be used by any adult in the case of an emergency. Clear instructions are included with the defibrillator and there is no need for any formal training. The unit is situated in the main reception under the fax machine. There is a clearly labelled green sign which indicates its location. Wherever possible a first aider is the initial point of contact for using it.

## **6. Emergency Arrangements**

- 6.1. If students are feeling ill they should be sent to the Student Support Manager who will decide whether they should go home or return to the lesson.
- 6.2. Contacting a first aider:
  - 6.2.1. In case of a student requiring any first aid contact will be made with a first aider listed in the nearest department who will collect the first aid box and attend to the student.
  - 6.2.2. If the first aiders in the closest department are unavailable then reception will contact another available first aider.
  - 6.2.3. During break or lunch times a member of duty staff will contact a first aider.
  - 6.2.4. Out of school hours contact should be with a first aid qualified member of staff in the site team or community office.

- 6.2.5. The receptionist should only be called on to administer first aid as a last resort.
- 6.3. The first aider is to take charge of the first aid administration/emergency treatment commensurate to their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.
- 6.4. The first aider is to always call an ambulance on the following occasions:
  - 6.4.1. in the event of a serious injury,
  - 6.4.2. in the event of any significant head injury,
  - 6.4.3. in the event of a period of unconsciousness,
  - 6.4.4. whenever there is the possibility of a fracture or where this is suspected,
  - 6.4.5. whenever the first aider is unsure of the severity of the injuries,
  - 6.4.6. whenever the first aider is unsure of the correct treatment.
- 6.5. Strict hygiene rules must be followed and gloves must be worn at all times.
- 6.6. In the event of an accident involving a student, it is our policy to always notify parents of their child's accident if it:
  - 6.6.1. is considered to be anything more than a minor injury,
  - 6.6.2. involves any type of head injury,
  - 6.6.3. requires first aid treatment,
  - 6.6.4. requires attendance at hospital.
- 6.7. The first aider is responsible for making contact with the parents and logging the event on e-portal. They will use all telephone numbers available to contact the parents and leave a message should the parents not be contactable.
- 6.8. In the event that parents cannot be contacted and a message has been left, the first aider will continue to attempt to make contact with the parents every hour.
- 6.9. In the event that the student requires hospital treatment and the parents cannot be contacted prior to attendance, the first aider will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital. The first aider will take a mobile phone with them so that contact can be maintained.

## **7. Records**

- 7.1. All accidents requiring first aid treatment are to be recorded on CPOMS (at least) the following information:
  - 7.1.1. name of injured person,
  - 7.1.2. name of the qualified/emergency/school/paediatric first aider or appointed person,

7.1.3. date of the accident,

7.1.4. type of accident (e.g. bump on head etc.),

7.1.5. treatment provided and action taken

7.2. Information about accident and incident reporting process is in the Health and Safety policy.