

Policy Essential Information

Title:	First Aid Policy
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Date Last Reviewed:	July 2018
Status:	Statutory
Delegation:	Head Of School
Responsibility:	SBM H&S
Review Frequency:	Annually
Policy Locations:	Website/Staff Shared Drive/Hard Copy
Next Review Date:	July 2019

First Aid Policy

Statement of intent

The Jubilee Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

To be read in conjunction with policies on Health and Safety and Administration of Medicines in School.

Aims and objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises;
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision;
- 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;
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment;
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The Business Manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders and qualified first aiders nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

School First Aid Trained Staff

The Jubilee Academy will train and nominate responsible staff to be trained in First Aid.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

The following staff are qualified to give First Aid at Work and Defibrillator:

Pastoral and Attendance Officer

Site and Maintenance Supervisor:

Houseparent

Learning Champion and Science Technician

TRAINED EMERGENCY FIRST AID AT WORK:

PE Staff

Any accidents or other medical emergencies should be referred to these staff promptly.

Emergency Cover

There will be at least one qualified member of staff to give first aid on the school site when occupied by students.

As a contingency measure, members of the senior leadership team will be qualified to give first aid in the event of staff absence and its impact on first aid cover.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether there is a requirement to call an ambulance.

The first aider/appointed person 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 unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment;

In the event of an accident involving a student, where appropriate, it is our policy to always notify parents/carers if:

- It is considered to be a serious (or more than minor) injury;
- requires first aid treatment;
- requires attendance at hospital.

Our procedure for notifying parents/carers will be to use all telephone numbers available to contact them and leave a message should the parents/carers not be contactable.

In the event that parent/carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parent/carers every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parent/carers can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parent/carers cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parent/carers can be contacted and arrive at the hospital.

Training

All staff designated to give first aid will have attended a training course within the last three years and will follow the advice and guidance given at the course. First aid training will always be appropriate to the age of the students attending The Jubilee Academy.

Easy access to First Aid Kits

First Aid boxes are located at:

- Reception
- SLT2
- Medical room

- Ground Floor Kitchen
- Staff Kitchen
- The Retreat
- Science Theory
- Science Practical
- School office
- Design Engine

Eye Wash Stations are located at:

- Ground Floor Kitchen
- Science Practical
- Medical room

Curriculum areas

Staff will be made aware of particular hazards in the teaching/resourcing/supervising of their subject area and will receive appropriate training (see Health and Safety Policy).

All staff in subject learning areas have good access to first aid kits.

Medical conditions

Staff will be made aware of students with medical conditions and the need for prompt action.

Please also see the policy on **Administration of Medicines in School**.

Spillages of blood or body fluids

At The Jubilee Academy, the management of spills is flexible enough to cope with different types of situation taking into account the following factors. Standard cleaning equipment is readily available for spills management and is stored in an area known to all.

Spots or drops of blood or other small spills will be managed by wiping the area immediately with paper towelling and then cleaning with warm water and detergent followed by rinsing and drying the area.

Records

All accidents and medical emergencies requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person;
- Name of the qualified/emergency/school/first aider or appointed person;
- Date of the accident;
- Type of accident (eg. bump on head etc);
- Treatment provided and action taken.

Records will be analysed weekly and cumulatively each term to monitor trends and patterns. Issues will be addressed through an action plan to fully matters arising.

Monitoring, evaluation and review

This effectiveness of this policy will be regularly monitored and reviewed through the school's self-evaluation schedule.