



First Aid Policy

Hazel Slade Primary Academy

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Hazel Slade Primary Academy			
Position	Signed	Print	Date
Chair of Governors		C. Jones	Jan 2020
Principal / Head of School		S. Camacho	Jan 2020
Health & Safety Governor			



Policy

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1. Introduction

1.1 Statement of Intent

The St. Bart's Multi Academy Trust (SBMAT) along with Hazel Slade Primary Academy is committed to protecting the health, safety and welfare of all employees and others affected by its work.

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our First Aid Policy ensures that we have in place effective procedures to enable us to achieve this aim.

1.2 The Law

SBMAT and Hazel Slade Primary Academy accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors.

The academy will follow their own procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Guidance can also be found from the DFE at:

<https://www.gov.uk/government/publications/first-aid-in-schools>

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

2. Responsibilities

2.1 The Principal will:

- Ensure there are sufficient trained staff in First Aid and Paediatric First Aid.
- Any additional training requirements are met (e.g. Epi-Pen).
- Ensure that a nominated person (NP) is appointed to manage the first aid provisions in the academy.
- Ensure sufficient funds are allocated to replenish supplies when required.

2.2 The Nominated Person will:

- Ensure that all provisions are checked regularly and replenished when required.
- Ensure orders are placed for replacement items before the current stock is depleted entirely.
- Identify the need for any additional provisions to be sought and liaise with the Principal regarding these.

2.3 First Aiders will:

- Provide attention to individuals as required.
- If the situation requires further medical intervention, arrange for the Ambulance Service to be called and stay with the patient until they arrive.
- Ensure parents are to be informed of a head injury.
- All incidents are recorded.
- Raise any concerns regarding lack of provisions.
- Attend refresher training when required.

2.4 All Staff will:

- Assist with the implementation of this policy.

3. First Aiders

The following staff members are trained in the following areas:

Name	Position	First Aid Level
Mrs Baker	Teaching Assistant	Paediatric First Aid
Miss Colwell	Teaching Assistant	Paediatric First Aid
Miss Jukes		Paediatric First Aid
Mrs Coxon	Teaching Assistant	Paediatric First Aid
Mrs Westwood	Teaching Assistant	First Aid at Work – for Schools
Mrs Armstrong	Teaching Assistant	First Aid at Work – for Schools
Mrs Wright	Teaching Assistant	First Aid at Work – for Schools
Mrs Mason	Lunchtime Supervisor / Admin Assistant	First Aid at Work – for Schools
Mrs McAllister	Lunchtime Supervisor	First Aid at Work – for Schools
Mrs Sumner	Lunchtime Supervisor	First Aid at Work – for Schools
Miss Donner	Lunchtime Supervisor	First Aid at Work – for Schools
Miss Kelsall	Teaching Assistant / Before and After School Club	First Aid at Work – for Schools
Miss Bird	Teaching Assistant / Before and After School Club	First Aid at Work – for Schools

4. Storing and Administering Medication

All medication should be securely stored in a locked cabinet which is located in the school office. Medication that requires to be stored in a fridge will be kept in the staffroom. Staff will ensure that medication is only accessible to those it is prescribed to.

All staff administering medication have to complete the form stored with the medication that details what has been given, how much, to whom and any reactions/comments.

All prescribed medication must have a consent form completed by the parent or guardian of the pupil. Medication must be sent home when it is no longer required, if any medication is not collected then it should be disposed of safely at a local pharmacy.

Any medication brought in for pupils must be in its original container with clear instruction labels identifiable and stored in accordance with the instructions given.

5. Healthcare Plans

Any pupils that have specific needs and requirements will have their own personal plan implemented. This will advise what the specific issues are, the signs and symptoms and what to do when they are identified.

These plans will be easily accessible and displayed in class files- stored out of sight but accessible to teaching staff.

S. Camacho is responsible for ensuring that these plans are reviewed and updated when required.

6. Provisions

First Aid kits are located in the following areas: classrooms, and the staffroom. It is the responsibility of D. Baker and L. Colwell to check all kits and re-stock them when required.

The HSE recommend that where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).

- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves.

For off site activities we have travel kits which are solely for this use.

The academy has access to a defibrillator located on the Pub wall opposite the vehicle entrance on Cannock Wood Street and staff have received sufficient instruction and training in the use of this piece of equipment.

There should be adequate procedures in place for the safe removal of any medical waste produced by the academy.

Staff responsible for cleaning up any spillages should be provided with adequate resources to do this safely and effectively. The following items should be provided for use:

- Disposable Gloves
- Disposable Aprons
- Body Spill Absorbent Granules
- Disposable Bags
- Face Mask
- Goggles
- Scoop and Scraper

7. Accident Reporting

We recognise that certain incidents will require reporting due to our statutory obligations under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The accident book is located in the small office.

Information from the Health and Safety Executive on RIDDOR for schools is accessible from: <http://www.hse.gov.uk/pubns/edis1.pdf>

The academy has the following procedures for the reporting of accidents: fill in tear off slip for parents. Inform Head teacher of serious accidents and accidents involving staff and other adults and follow SBMAT reporting procedures via APT Health and Safety channels.

8. Transportation to Hospital

Where there may be a requirement for the ambulance service to transport a staff member, pupil or visitor to hospital, a staff member should accompany them to hospital until relatives can make their way to hospital.

Arrangements should be made for the staff member to then be collected from the hospital and returned to the academy

9. Administration Chart Example

MEDICINE ADMINISTRATION RECORD

Date	Child's Name	Parental Consent	Time	Medicine Given	Dosage	Reactions	Signature	Print
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		
		YES / NO				YES / NO		



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