

Cambridge Meridian Academies Trust

First Aid Procedure

This Policy conforms to the DFE Guidance (February 2014) on First Aid in schools.

Document Control

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Revisions

Version	Page/Para No.	Description of Change	Approved On

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1 Purpose

The Academy recognises that its' responsibility for the safety and welfare of all the students and staff is paramount.

The Academy will conform to all statutory requirements and recognises and accepts its' responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all employees, volunteers and other workers.

First Aid matters will be raised at staff briefing as required and all staff/new students will be informed about First Aid arrangements during their induction.

2 Provision

- A suitably stocked and labelled first-aid provisions cabinet is situated in a designated location.
- Suitably stocked first-aid provisions are situated in key areas around the site
- Trained, designated First Aiders take day to day charge of all first-aid arrangements
- Other designated staff may be trained as a supportive measure and to deputise in the absence of the main First Aiders.
- Information for employees, students, parents/carers on first-aid arrangements are available
- Risk assessment for activities and events are to be in place prior to these taking place
- First-aid provision is available during the usual working day, while people are on Academy premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities)
- The mini bus, where available, has a stocked first aid box and a portable one is carried on outside visits.

3 Responsibilities

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Manager.

Any damage to the building that could be dangerous should also be reported to the Site Manager immediately.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. The Academy is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA) and under the regulations for the registration of independent Academies for having a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the Academy, and should cover:

- numbers of first-aiders/appointed persons
- numbers and locations of first-aid containers
- off-site activities/trips/work experience.

This does not conflict with the responsibility of the employers or Academies to undertake a risk assessment to identify significant risk and necessary control measures when students below the minimum Academy leaving age are on or off site.

3.2 Parents have the prime responsibility for their child's health and should provide the Academy with information about their child's medical condition.

3.3 Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the Academy in the same way that parents might be expected to act towards their child. In extreme circumstances, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

3.4 Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/ appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

3.5 In the Academy, the main duties of a first-aider/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Academy;
- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the appropriate record.
- Administer medication and keep appropriate records, refer to Policy on Supporting Students with Medical Conditions
- Take charge when someone is injured or becomes ill
- Look after the first-aid equipment e.g. restocking the first-aid container;

4 Procedure in case of illness, accident or injury.

In the case of illness:

- If a student seeks medical support, the member of staff in charge will make a note of the request (support staff, planner or email as appropriate) and send them to appropriate location in school for help.
- If someone is taken ill and cannot be moved, the first member of staff on the scene will contact the medical area immediately and summon help from a First Aider.

In case of an accident or injury at the Academy, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person
- Parents or next of kin to be contacted as appropriate
- If the injuries cannot be treated at the Academy, arrangements should be made for transportation to hospital.
- All witnesses must make a statement as requested by appropriate staff to help clarify the cause of injury
- The First Aider/Appointed Person will keep a record of any first aid treatment given. This includes:
 - the date, time and place of incident;
 - the name (and class) of the injured or ill person;
 - details of the injury/ illness and what first aid was given;
 - what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
 - Name and signature of the first aider or person dealing with the incident.

4.2 Accidents that must be reported to senior management are those which are as a result of any Academy activity or a result of defective premises or equipment within the Academy.

- All records are kept for a minimum of 3 years.
- They will be analysed to look for trends and patterns
- May be used for reference in future first-aid needs assessments
- Be helpful for insurance and investigative purposes.

4.3 If the individual is under 16 and is to go to hospital, they will be accompanied by a member of staff who will remain with them until the parents or responsible adult arrives.

4.4 In the event of a serious accident (one that involves hospitalisation, 3+ days off work or death) that happens to employees, students or visitors, this must be reported to the HSE on Form 2508.

5 Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment

6 Special Arrangements

In some cases students with medical needs may be more at risk than another student. Staff may need to take additional steps to safeguard the health and safety of such a student. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Principal is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support these students may require.

7 Emergency Situations

First Aiders must be trained to recognise and respond appropriately to the emergency needs of students with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

7.2 Students with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by the designated staff.

7.3 Students with epilepsy; any concerns about safety should be discussed with the child and parents as part of the individual health care plan (IHP), refer to Policy on Supporting Students with Medical Conditions

7.4 Students with diabetes should be supported to manage their own medication. This should be discussed with child and parent as part of the individual health care plan (IHP), refer to Policy on Supporting Students with Medical Conditions

7.5 Anaphylaxis – parents and child should discuss allergies as part of the individual health care plan (IHP), refer to Policy on Supporting Students with Medical Conditions. Pre-loaded injection devices (Epipen) should be provided by the parents in the correct container, labelled with their child's name and updated medicine, together with a signed, up-to-date protocol from the child's doctor. If the Academy has to administer this injection an ambulance must always be called.

8 Child Protection

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the designated Child Protection officer who will then take appropriate action. Ensure appropriate referral paperwork is completed, refer to Safeguarding and Child Protection Policy.

8.2 Physical contact with students during the treatment of minor injuries, illness or medical conditions may be necessary and may involve at least one or more First Aiders. Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other students (if appropriate) or adults
- Be recorded in appropriate documentation
- Parents informed

9 First Aid materials, equipment and facilities

- First-aid equipment must be clearly labelled, easily accessible and up to date.
- Students' individual medical containers must be clearly marked on the outside and contain up to date medicines provided by the parents.
- All first aid containers contain the correct contents (as recommended by the DFE Guidance) to provide first aid to our client groups.
- The First-aider/Appointed Person is responsible for examining the contents of first-aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.
- Before undertaking any off-site activities, the responsible person assesses what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use and prominently marked as a first-aid container.
- Transport Regulations require that the minibus has on board a first-aid container.