

FIRST AID POLICY

It is essential that all staff members are familiar with the steps which should be taken in the event of an accident or medical emergency on the School premises. As a school, we are committed to ensuring the safety and care of all our pupils. Through clear policy and procedure we aim to instil confidence throughout the school community (including parents) that any accident or incident will be dealt with promptly and efficiently.

All members of staff should be aware of the identity of those colleagues who have been trained to administer First Aid are:

- Rob Tait
- Rachel Maddison
- Ruth Alexander
- Jane Louis-Wood
- Samina Yar
- Andreea Grigore
- Alaudin Chilaev
- Janice Parkin
- Zoe Parker
- Jam Dorjee
- Kathy Manners
- Yvonne Harris

All members of staff should be aware that first aid supplies, including portable First Aid kits are kept in the front office. **There is also a First Aid cabinet stocked with supplies in the school Annex for use by the Science and Art departments.** First aid kits are for the use of any trained person/s. Prescribed medication and painkillers are kept in a locked cabinet in the office, along with a list/log of students currently taking specific medications, and their correct dosage.

All members of staff should be aware that the School Medical Room facilities are mobile; this means that in an emergency situation, the most likely rooms to be used as a medical room in which to place the bed are the SENCO office or the library. These areas are both next to the school office. Students will be taken there if they have conditions or injuries which require privacy, such as the need to be laid prostrate.

If a student or member of staff has an accident at school an accident form is to be completed by Yvonne Harris with any relevant documentation attached. This is to be filed in the current school accidents folder (2016-17). Parents should be informed of accidents verbally or in writing whether serious or minor. The form is to be signed off by the Head of School.

IN THE EVENT OF AN ACCIDENT OR MEDICAL EMERGENCY:

- staff member assesses the situation;

To be reviewed: September 2017

- an adult or child is immediately dispatched to inform Yvonne Harris and/or a trained first aider
- the immediate area should be made safe;
- all superfluous personnel and/or students should be dismissed;
- the casualty should not be left alone;

Assessing the situation involves learning what precisely has happened, to whom and where the accident occurred; this information may be vital for the person who will administer First Aid. A written account should therefore be made at the first opportunity

Making the area safe means removing any obvious dangers, firstly to you and second to the casualty.

Measures to limit any risk of cross-infection must include:

- The use of rubber gloves to clean up any areas in which there has been a spillage of bodily fluids
- Absorbent sanitised material being applied to the spillage before attempting to remove. (This is located in the locked cupboard at the base of the stairs)
- The use of specific tools to facilitate removal of soiled objects and items; this should be equipment which is not used in classrooms or kitchen areas

Remaining with the casualty enables you to observe any change in the casualty's condition, to reassure and be able to report to authorised personnel. If, however, you are alone, first shout for help whilst you assess the situation and remove any obvious dangers. If help is not forthcoming, you will need to tell the casualty you are leaving briefly to get help, and return as soon as possible.

What the school will do to minimise impact or reduce the risk of serious damage or injury:

- Ensure that there are a minimum of three trained First Aiders on the school staff for each academic year
- Ensure that staff are fully updated with changes to medication or circumstances of students which may warrant enhanced supervision (such as current medical testing or conditions awaiting diagnosis)
- Ensure a list of contact and medical details are maintained and updated by the office
- Ensure an emergency 'Grab bag' is maintained in the front office. This should contain a full list of students, staff and medical details
- Ensure correct procedures for drills and evacuations are adhered to
- Emphasise the necessity of documenting all events pertaining to injury, harm or safety
- Ensure staff are familiar with – and use – the 'sending student to office' notes for reason of sickness or injury
- Ensure fire warden training is updated as necessary and relevant

- Ensure adequate risk assessment procedures are followed before visits external to the school, where necessary
- Always ensure that there are always two members of staff present for all off site visits, unless with the express knowledge and permission of the Head of School
- Ensure that written consent has been obtained by parents for whom children have off-site privileges

First Aid Provision

Centre Academy is spread out between the Annex and main building; to ensure there is adequate First Aid provision in each area of the school, there is to be a fully trained staff aider based in the Annex as well as the main building.

Teachers who send students to the office due to illness or minor injury must send them (or an accompanying partner) with an initialled note from the teacher

Lone worker

It is recommended that a member of staff using the Annex whilst unoccupied by others inform the office of their whereabouts. The office also maintains a list of room use and occupancy with regard to completing registers for Fire Drills and emergency procedures.

First Aid to visitors

Under current Health and Safety regulations the school is not required to provide first aid for non-employees of Centre Academy. However, it is recommended by the HSE that first aid is given if necessary should a non-employee or visitor require it.

Reporting of Injuries, Diseases and Dangerous Occurrences

In the event of a serious injury or case of ill health at work, the principal/ employer will follow their legal obligation to report the incident. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers to report the following via the online form:

Deaths

Major Injuries

Injuries/accidents lasting more than seven days

Injuries to members of the public or visitors where they are taken from the scene of the accident to the hospital

Some work-related/school-related diseases

A dangerous or potentially hazardous incident, for example a near-miss incident that could have resulted in an injury but did not.