




NHA First Aid Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	May 2023	Michelle Reysenn	September 2024

Ratification

Role	Name	Signature	Date
Chair of Academy Council	Gus Grimshaw		
Head Teacher	Michelle Reysenn		May 2023

Details of Policy Updates

Date	Details

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance;
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance.

Aims

- All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid;
- All staff will use their best endeavours, at all times, to secure the welfare of the pupils;
- Anyone on the Academy premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the Academy has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor;
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury;
- Ensure that medicines are only administered at the Academy when express permission has been granted for this;
- Ensure that all medicines are appropriately stored;
- Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency.

For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the Academy site.

To achieve the aims of this policy, the Academy will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- 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; and
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid boxes are located in the following areas: Reception, Staff Room, All Classrooms, Main Kitchen, All minibuses.

First Aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the HT.

The first aid appointed person(s) has the responsibility to ensure all first aid kits are properly stocked and maintained and will be responsible for maintaining supplies.

Brook Academy will ensure that there are enough trained staff to follow DFE guidance.

ALL frontline staff are expected to complete the SSS Training module on the administration of medication.

Emergency procedure in the event of an accident, illness, or injury

If an accident, illness or injury occurs, the lead member of staff will assess the situation and decide on the appropriate course of action.

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called;
- Call an ambulance or take the injured individual to a walk-in centre / hospital, if this is appropriate – in the case of students you may need to ask parents' permission first;
- Make sure that no further injury can result from the accident, making the scene of the accident safe by informing the estates team;
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted, parent carers may need to be informed;
 - When the above action has been taken, the incident must be reported to:
 - **SLT**
 - **The parents/carer of the victim(s)**

Use of Defibrillator

The defibrillator is located at the leisure centre opposite, on the rear of the entrance door, in a fixed cabinet. It is an automated defibrillator, which means any member of staff can use this device. Staff need to press the 'ON' button, and the machine then guides staff through spoken instructions. See link below for further information.

<https://youtube.com/watch?v=dbtH57NSNFE&feature=share>

Reporting to Parents/Carers

In the event of incident or injury to a pupil, at least one of the pupil's parents / carers must be informed as soon as possible. Informing parents will happen via a phone call.

In the event of serious injury or an incident requiring emergency medical treatment, the appropriate person will telephone the pupil's parents / carer as soon as possible. A list of emergency contact details is kept at reception/admin office.

Visits and Events Off-Site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved.

Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines that are no longer required, or that are out of date, will be disposed of by the academy, by returning the medication to a local pharmacy.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

Parents/carers should advise the Academy when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents/carers in this regard.

ALL frontline staff are expected to complete the SSS Training module on the administration of medication.

Illness

When a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from the Academy as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

Consent

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the Academy, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring and review

This policy is reviewed annually by the Head Teacher in conjunction with the Academy Councillors any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

First aid kit checks

All first aid kits will comprise of;

- A leaflet giving general advice on first aid;
- 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; and
- One pair of disposable gloves.
- Ice packs will be stocked up and ready to use.
- Eye wash station is fully stocked.

First aid kit location	Date checked	Checked by	Signed	Notes
Reception				
Staff room				
Classrooms				

First aid kit location	Date checked	Checked by	Signed	Notes
Main Kitchen				
All Minibuses				

First aid levels and procedures

Staff/Visitor Injuries

- Staff and visitors are just as important as our pupils. Please follow the same levels as above for staff/visitor injuries.
- When calling a first aid incident over the radio, please make sure you give location.
- Please do not give names or details of the injury.
 - **Remember to record ALL accidents and injuries on Every, and record all use of medical equipment.**
 - **Class teacher/LF are to inform parents/carers.**