



WELLSPRING

ACADEMY TRUST

We Make A Difference

First Aid Policy

EBOR GARDENS AND VICTORIA PRIMARY
ACADEMIES

Policy updated: December 2019

Adopted: December 2019

Review date: December 2022

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SECTION 1 General Policy Statement

The Governing Body and the (Executive) Principal of Ebor Gardens and Victoria Primary Academies accept their delegated responsibilities under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the Academy.

The Governing Body will provide support, advice and guidance on matters of first aid to the Academy (Executive) Principal based on the principles of best practice and governance, so far as is reasonably practicable. The (Executive) Principal will implement Wellspring Academy Trust's (WAT) procedures for the reporting of accidents and recognise the Trust's statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The provision of first aid in the Academy will be in accordance with WAT's procedures and standards for Accidents and Incidents (Adverse Events).

The aim of first aid is to reduce the effects of injury or illness suffered at work. Sufficient first aid personnel and facilities will be available to:

- Give immediate assistance to casualties with both common injuries or illness which are likely to arise from specific hazards at work;
- Call for an ambulance or other professional help.

The minimum first aid provision in each Academy will be:

- Suitability stocked first aid containers placed in various locations across the Academy;
- An appointed person(s) to take charge of first aid arrangements;
- Information for employees on first aid arrangements;
- A procedure for managing accidents.

Additional first aid provision will be determined using the first aid risk assessment attached to this document.

This policy will be reviewed annually and WAT may be contacted for advice on any recommendations for improvement.

Equality Impact Assessment: At all stages within this policy and procedure and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals.

SECTION 2 STATEMENT OF FIRST AID ORGANISATION

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on their premises. At Ebor and Victoria Primary Academies this includes responsibility for the (Executive) Principal and all staff, pupils and visitors (including contractors).

The employer (Wellspring Academy Trust) is responsible under the Health and Safety at Work Act 1974 (HSWA) for making sure that the Academy has a health and safety policy. This includes arrangements for first aid, at the Academies, based on a risk assessment. It covers the following areas:

- Number of First Aiders/appointed persons;
- Numbers and locations of first aid containers;
- Arrangements for off-site activities/trips;
- Out of Academy and community use arrangements e.g. Academy sports matches, parents' evenings and other Academy events.

SECTION 3 DUTIES

The (Executive) Principal

The (Executive) Principal is responsible for ensuring that, so far as is reasonably practicable:

- All accidents are reported, recorded and where appropriate investigated
- All occasions when first aid is administered to employees, pupils and visitors are recorded.
- Each Academy's premises and vehicles are equipped with apparatus and materials to carry out first aid treatment.
- Arrangements are made to provide training to employees and records are maintained of that training and reviewed annually.
- A procedure for managing accidents in each Academy which require first aid treatment is established.
- Employees are provided with information regarding the arrangements for first aid.

The Governing Body

The Governing Body will, provide support, advice and guidance on matters relating to this policy based on the principles of good governance, so far as is reasonably practicable.

They will approve a First Aid Policy:

- Review the policy once per year;
- Ensure that the (Executive) Principal has the resources to implement the policy;
- Monitor the implementation of the policy.

Employees

All employees are required to do the following, so far as is reasonably practicable:

- Comply with their employer's arrangements for first aid;

- Report any adverse events which could give rise to (or have resulted in) an accident.

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 pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the Academy, in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Designated First Aid Leads

First aid lead (Jenni McCormack at Ebor Gardens and Tina Connolly at Victoria) as designated by the (Executive) Principal are responsible for line managing/ supporting those staff members who may be the agreed Academy's qualified First Aiders.

In addition, the First Aid Lead will, so far as is reasonably practicable:

- Ensure that arrangements are in place for staffing any agreed designated medical rooms along with site specific medical provisions to cover the Academy day;
- Ensure that all staff members are complying with the requirements of the First Aid Policy and carrying out their duties and responsibilities effectively;
- Keep records in relation to training in First Aid (including copies of certificates kept in HR files) and rearrange training as required.

Qualified First Aiders

The Qualified First Aiders' responsibilities are to ensure, so far as is reasonably practicable, that first aid provision is available throughout the Academy day.

Their main duties include:

- Administering initial first aid to pupils as required and refer them to hospital where necessary.
- Arrange transport for pupils and liaise with parents as appropriate.
- Liaise with appropriate staff with regard to medical care plans for pupils.
- Monitor and maintain supplies of medical resources and ensure that first aid boxes are compliant with health and safety regulations (Stacey Benson).
- Complete statutory documentation regarding Health and Safety/accident forms/medical returns as appropriate (All staff).

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SECTION 4 Arrangements for First Aid

4.1 Materials, equipment and facilities

The Academy will provide materials, equipment and facilities as set out below.

First Aid Boxes/Kits

There are currently first aid boxes placed at various locations at Ebor Gardens and Victoria Academy site. First aid boxes/kits contain the following items:

ITEM (Guidance)	FIRST AID BOXES (Guidance)	TRAVELLING FIRST AID KITS (Guidance)
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)	6	
Large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm)	2	1
Individually wrapped moist cleaning wipes		Small packet
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.	1 pack	2 pairs

First aid containers will be:

- Maintained in a good condition;
- Suitable for the purpose contents in good condition;
- Readily available for use
- Prominently marked as a first aid container.

In addition, the following items will be provided in the medical box situated in the modular entrance of the Academy:

- Disposable drying materials.
- Plastic bowls – one for cleaning wounds and one for cleaning vomit, etc.
- Disinfectant/household bleach or similarly effective solution – one part to ten parts water for cleaning sinks and bowls and soiled surfaces.
- Yellow biohazard bags for disposing of clinical waste.

Care Suite/Medical Room (Other Agreed Room / Area)

Items in (iii), (iv) and (v) above, will be secured from access by pupils.

The availability and contents of the first aid boxes and other medical supplies will be checked on a regular basis by Stacey Benson (Ebor Gardens)/ Kathy Wood (Victoria) – Lunchtime Supervisors. They will also be responsible for all record-keeping including:

- Keeping first aid signage up to date;
- Recording when first aid boxes were checked for sufficient and in-date supplies.

The (Executive) Principal will ensure that first aiders are qualified to carry out their duties and that certificates are in-date. Further training will be arranged as and when required

In compliance with The Education (School Premises) Regulations 1996, the (Executive) Principal will ensure that a room is made available for medical treatment. This facility contains the following and should be readily available for use:

- Sink with running hot and cold water;
- Drinking water (if not available on mains tap) and disposable cups;
- Paper towels;
- A range of first aid equipment (to the standard required in first aid boxes) and proper storage;
- A chair;
- A couch or bed (with waterproof cover), clean pillow and blankets;
- Soap;
- Suitable refuse container (foot operated), lined with a clinical waste bag;
- An appropriate record-keeping facility;

4.2 Appointment of First Aid Personnel

At Ebor Gardens Primary and Victoria Primary Academy the appointed people are as follows:

Name EG	Name EG	Name Victoria	Name Victoria
Sewandi Chamberlain	Alexandra Stephenson		Chelsea Dockerty
Susan Hall	Lynne Stoner	Jane Seaman	Marie.Florey
Amanda Howley	Angela Holmes	Samantha Costello	Tracey Dalby
Kaliyah Khan	Matthew Wormald	Sarah Lee	Angela Herd
Julie Lowe	Stacey Benson	Christine Bowen	Mohammed. Shahid
Candy Luna	Danielle Wilson	Cindy Harrison	Vicky.Longstaff
David Owens	Lindsay Rawlings	Josel Walwyn	Juliana. Burghila
Nikita Chalmers	Stacey Grogan	Sarah Waterson	Kathleen.Wood
Marianne Holdsworth	Zoe Cardiss	Sorrell Jordan	Natalie.Bellfield
Sonia Malik	Nazma Hussain	Sue .Knight	
Jane Donlan			

Unless first aid cover is part of a staff member's contract of employment, those who agree to become first aiders do so on a voluntary basis.

In determining who should be trained in first aid the (Executive) Principal will consider each individual against the following criteria:

- Communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Availability to leave normal duties to go immediately to an emergency;

- Importantly – having the right staff members in the right places at the right time. I.e. an even spread across the full Academy day to cover all curricular and extra-curricular activities.

Appointed Persons

The (Executive) Principal will appoint a member of staff to be the appointed person this will be a member of SLT. The duties of the appointed person are to:

- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned when appropriate;
- The appointed person will liaise with a member of the first team/emergency services and Wellspring Leaders in any case of major emergency.

First Aid at Work and Full Paediatric Certificate

This qualification is obtained through a 3-day course approved by the Health and Safety Executive. The main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the Academy;
- Ensure that an ambulance or other professional medical help is called if it is deemed necessary.

The role of the qualified First Aider includes the treatment of any person on the Academy site/premises whether or not they are an employee, pupil, contractor or member of the public.

Emergency First Aid at Work

Emergency First Aid at Work is a HSE approved one-day course which provides basic lifesaving first aid and guidance on workplace health and safety regulations. The course is ideal for smaller workplaces which present few health and safety risks.

General Points

- A First Aid at Work certificate is only valid for three years. The (Executive) Principal will arrange refresher training and re-testing of competence before certificates expire. If a certificate expires, the individual will have to undertake the full course of training to become a First Aider.
- Records of First Aiders' certification dates and dates of additional specific or refresher training should be maintained electronically at the Academy site.

4.3 Information on First Aid arrangements

The (Executive) Principal will inform all employees at the Academy of the following:

- The arrangements for recording and reporting accidents;
- The arrangements for first aid;
- Those employees with qualifications in first aid;

- The location of first aid boxes.

In addition, the (Executive) Principal will ensure that signs are displayed throughout the Academy providing the following information:

- Names of employees with first aid qualifications
- The location of the first aid boxes.

All members of staff will be made aware of the Academies First Aid Policy

4.4 Assessment of First Aid Requirements

There may often be more first aiders than are required by the risk assessment.

4.5 Record Keeping

The Academy sources providers for first aid training through WAT. The (Executive) Principal at each Academy site will maintain records of staff who are qualified, the date when their certificates expire and when re-training is due to take place.

SECTION 5 Accident Reporting

The (Executive) Principal will implement WAT procedures for reporting:

- All accidents to employees;
- All incidents of violence and aggression.

The Governing Body is aware of the statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

Detailed guidance on the reporting of accidents can be found in the Trust's procedural guidance for Accidents and Incidents (Adverse Events).

SECTION 6 Pupil accidents involving Head Trauma

The Governing Body recognises that accidents involving a pupil's head can be problematic because the injury may not be visible and the effects may only become noticeable after a period of time.

In accordance with the Academy's procedural guidance for Accidents and Incidents (Adverse Events), where a student receives a blow to the head as a result of an accident or near miss Form W1 will be completed if the child requires collection from parent/carer or is taken to hospital.

Where emergency treatment is not required an accident slip will be sent to the parents/carers, informing them of the child's accident. This is also recorded in school and reported on a monthly basis to Wellspring Academy Trust.

SECTION 7 Transport to Hospital or Home

The (Executive) Principal or designated person will determine reasonable and sensible action to take in each case.

Where the injury is an emergency an ambulance will be called, after which the parent/carer will be called.

Where hospital treatment is required but it is not an emergency, the (Executive) Principal or designated person will contact parents /carers for them to take over the responsibility for the child.

If the parents/guardians cannot be contacted then the (Executive) Principal or designated person may decide to transport the student to hospital.

Where the (Executive) Principal or designated person makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff should be alone with a pupil in a vehicle;
- The second member of staff will be present to provide supervision for the injured student;

- Where reasonably practicable, efforts are made to obtain the appropriate car seat for the student's height/weight

SECTION 8 Associated Advice

Emergency Dental Care

Emergency First Aid following trauma to the teeth

Following trauma to the mouth it is important that the child is assessed by a dentist as soon as possible, even if there is no apparent damage to the teeth.

This treatment may be provided by the child's dentist, by the Community Dentist at the nearest Community Dental Clinic, or by any other dentist who can be contacted and is willing to provide immediate treatment.

When one or more of the permanent front teeth are completely knocked out immediate first aid is essential. The advice does not apply to teeth with broken roots or baby teeth, neither of which should be re-implanted.

- Pick the tooth up carefully by the crown – the shiny part which is usually visible in the mouth.
- If the tooth looks quite clean do not worry about further cleaning. If it has been badly contaminated with dirt or mud, gently wash it under warm tap water or milk. Do not scrub, or apply any form of disinfectant.
- Push the tooth gently back into the socket, holding only the crown. If this is done quickly it is not usually painful. Get the child to bite on a clean handkerchief to hold the tooth in place and accompany the child to the dentist immediately.
- Do not store the tooth in water, or disinfectants such as Savlon or Milton. Store the tooth in milk.
- Do not wrap the tooth in a wet or dry handkerchief.
- Get to the dentist as soon as possible.
- If the tooth has been stored in milk it may be possible to implant up to twelve hours after the accident. However, chances of success are greatest within thirty minutes.

After receiving dental treatment the child will need to attend their family doctor if anti-tetanus protection is required.

Further information, can be obtained by via the Community Dental Service.

Blood Spillages and bodily fluids (including vomit)

A COSHH assessment should be obtained and displayed with the supplies for dealing with body fluids and clinical waste. The procedure for dealing with bodily fluids is:

- Put on plastic apron and latex gloves;
- Place paper towels over spillage;
- Gently pour disinfectant on to the paper towels;
- For carpets use soap and hot water as some disinfectants will bleach;
- Wash gloved hands and leave the solution as directed on the label;
- Pick up towels (with gloves) and place them in a plastic bag;
- Wash the area thoroughly with detergent and hot water, then dry;
- Place all used towels in a plastic bag, wash gloved hands, place gloves in bag and seal and ensure the bag is sent for incineration;
- Wash hands.

Clinical Waste and Contaminated Injuries

Clinical waste is disposed of in nappy bag and then disposed into the yellow bags in the care suite. The Academy's clinical waste and hygiene services which collect sanitary waste can be asked to provide larger bins as necessary.

If it is thought that biological pathogens have entered the body via a contaminated injury, the Trust's guidance for Contaminated Injuries should be referred to.

Contaminated injuries include:

- Human bites and scratches
- Injuries caused by an object contaminated with visible blood
- Needle stick injury/injury with a needle
- Exposure to blood-borne viruses (e.g. hepatitis B, hepatitis C, Human Immunodeficiency Virus (HIV)).

Academy Journeys

The provision of adequate first aid cover should form part of the essential risk assessment involved in organising any off-site activity.

Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.

Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany trips and other Academy journeys and a travelling first aid kit should be provided.

The planning for such journeys should include what to do in case of accident and emergency (see Educational Visits and Journeys Guidance).

Access for Ambulance

Unobstructed and adequate site access should be maintained for ambulances, their staff and equipment. Suitable signs should be displayed as deemed appropriate.

Hospital Consent Forms

It is unlikely that Academy staff accompanying pupils to hospital after accidents will be asked by the hospital to sign consent forms, **but if asked they must decline**.

The hospital will have procedures for obtaining consent from other sources if parents are not available.

Religious Considerations

Due to religious convictions some families choose to decline certain medical procedures or treatments. If this is made known to the Academy, pupils' record cards should have an appropriate entry regarding this and this should be known to the First Aider or teacher taking the child to hospital in an emergency if the parent/carer is not available.

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Other Users of the Premises

The (Executive) Principal will encourage mutual co-operation and assistance between the other users of the premises.

Contractors may have their own First Aiders or Appointed Persons. The Academy and the contractors should co-operate and exchange information about First Aiders, in case there is a need for help and assistance in an emergency.

Similarly, the (Executive) Principal should inform those hiring the premises where the first aid facilities are situated.

Children with Medical Conditions

There are children in mainstream schools and special schools who may have particular medical conditions where the administering of first aid may require variation. Such children should be subject to an individual care plan and may require special procedures in the event of an accident.

The Academy have a separate Policy for 'Supporting Pupils with Medical Conditions'. This will deal with specific response to emergencies such as anaphylaxis and asthma attack.(updated by Helen Mills)

Contaminated Injuries

Additional, specific advice on dealing with contaminated injuries is available from the HSE website and WAT.

SECTION 9 – PROVISION AWAY FROM THE ACADEMY – Provision away from the Academy

Provision of first aid away from the Academy site is covered under visits and journey arrangements. The level of first aid provision is an integral part of the risk assessment process.

The provision of first aid will reflect whether the visit or journey is deemed to be low, medium or high risk.

Factors which will determine the level of risk will include:

- Means of transport;
- Whether the visit is to a remote location or an establishment with first aid provision;
- Nature of any activities the pupils might be involved in;
- Estimated time for emergency services to arrive.

A risk assessment is a response to a number of variables, and as such it is impossible to provide a table that details the level of first aid provision to a specific visit or journey. Some examples are:

Low risk – walking a class from the Academy to a nearby municipal building

In such a case carrying first aid provisions would not appear to be necessary. The important factor would be the need to summon assistance in the event of any accident (e.g. road traffic collision). A mobile phone would be an appropriate risk management control.

Medium Risk – sports activity after Academy hours

In this case the risk of personal injury is increased and therefore it would be expected that first aid provisions would be available and the member of staff would have knowledge of first aid, such as the Emergency First Aider at Work certificate.

High Risk – an adventurous activity where the group leader is a member of the Academy staff

In order to undertake this activity, the group leader would normally hold a nationally recognised qualification, which requires the possession of a first aid qualification enabling them to administer first aid.

The group leader should carry an appropriate first aid kit throughout the activity.

The vehicle on which the group travel should carry the appropriate first aid provisions as detailed in the Minibus Guidance.

The attainment of the Rescue and Emergency Care first aid qualification may be appropriate for staff organising or accompanying educational visits on a regular basis.

Where an Academy is uncertain of the level of first aid provision they may contact WAT for guidance.

ACADEMY FIRST AID RISK ASSESSMENT FORM

Academy:	Ebor Gardens /Victoria Academy	Date:	December 19 JMcCormack/Tina Connolly
Site/location:	Leeds	Assessor's signature:	<i>Jmc TC</i>
Assessors name:	Jeni McCormack/Tina Connolly		

PART 1

What is the age range of your pupils?

- a) 11-18
- b) 11-16
- c) 3-11, 5-11, 3-7, 7-11

(Choose one reply only)

	(3)
	(2)
1	(1)

PART 2

What is the Net Capacity of the school?

- a) Under 100 places
- b) 101 – 210 places
- c) 211 – 420 places
- d) 421 – 500 places

(Choose one reply only)

	(1)
	(2)
	(3)
15	(4)

- e) 501 – 1000 places
- f) Above 1000 places

	(5)
	(6)

|

Overall Total	Numbers employed at any location	Suggested number of first aid personnel
16-24	Fewer than 50 50-100 More than 100	At least one appointed person At least one First Aider One additional First Aider for every 100 employed (or part thereof)
25-33	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed (or part thereof)
34-41	Fewer than 5 5-50 More than 50	At least one Appointed Person At least one First Aider One additional First Aider for every 50 employed (or part thereof)