

The Rural Enterprise Academy



First Aid Policy

Approved by Governors: **December 2016**

Review Period: **3 years**

Review by: **December 2019**

1. Roles and Responsibilities

- 1.1 The Rural Enterprise Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Business Manager.
- 1.2 It is important to note that every member of staff is responsible for ensuring that this policy is fully implemented and that in situations not covered by this policy, staff must act in the best interests of the pupil, as any responsible parent would act.

2. Suggested Audience

All staff

3. Related policies

This policy is part of a suite of policies which should also be referred to:

- Safeguarding including Child protection Policy
- Equal Opportunities Policy
- Health and Safety Policy

4. Academy Mission Statement:

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”

5. Introduction

The Academy is required by the Education (Academy Premises) Regulations 1999 to have nominated accommodation for medical examination, treatment and care of pupils. The academy’s nominated accommodation is the Academy Medical Room, adjacent to main reception. The Children and Families Act 2014 places a duty on Academies to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to the Academy as other children and cannot be refused admission or excluded from the Academy on medical grounds alone.

6. Aims

- 6.1 To identify the first aid needs of the Academy.

- 6.2 To ensure that first aid provision is available at all times when people are on Academy premises, and also off the premises whilst on Academy trips

7. Objectives

- 7.1 To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the Academy and to maintain current qualifications for those people
- 7.2 To provide relevant training and ensure monitoring of training needs
- 7.3 To provide sufficient and appropriate resources and facilities
- 7.4 To inform staff and parents of the Academy's first aid arrangements
- 7.5 To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

8. Accident Procedure

- 8.1. An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
- 8.2. Any small cuts and grazes can be cleaned and a plaster applied by a registered first aider.
- 8.3. Serious Injuries are any injuries that may require a qualified First Aider or medical attention. Send a messenger to Reception to request an ambulance if the need is obvious; dispatch another to meet the ambulance and direct it to the incident. For lesser emergencies send a message to Reception and ask for a first aider to be summoned immediately.
- 8.4 Stay with the casualty while waiting for assistance.
- 8.5 Accident Report Forms must be completed for all injuries.

9. Illness

- 9.1 Any pupil feeling unwell should be sent to reception and where it is felt appropriate they should be accompanied by another pupil who should return as soon as the pupil is received by reception staff.
- 9.2 Any pupil having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch a first aider.

10. First Aid Training and Qualifications

- 10.1 There will, at all times when pupils are in attendance at the academy, be at least one person qualified as a first aider. If under extreme circumstances there is no first aider on site then a first aider should be summoned immediately from South Staffordshire College. In the first instance the nominated First Aider will be Mrs Rose Jones (Level 3) or Mr Andrew Sedgwick (Level 3). Mrs Sophie McVicar is also trained at Level 2
- 10.2 A First Aider is defined as a person who has successfully completed a suitably approved course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.
- 10.3 Mrs Rose Jones is the first aider appointed to look after the first-aid equipment e.g. restocking the first-aid container; and to ensure that an ambulance or other professional medical help is summoned when appropriate. **All other are considered appointed persons.** They will assist the qualified first aiders by calling an ambulance or acting as a look out when an ambulance is called.
- 10.4 First aiders must complete a training course approved by the Health and Safety Executive (HSE). At the academy, the main duties of a first aider 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.

11. Off Site Visits

The first aid requirements specific to off site visits are to be found in the visits policy.

12. First Aid Kit Provision

12.1 First aid kits are available at the following locations:

- The Medical Room
- Reception
- Science Prep Rooms
- Kitchen

12.1.1 Additional First Aid kits will be available for use either outside, on the campus or for visits off campus.

12.2 At a minimum each first aid kit will contain:

- 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.

13. Pupils' Medical Conditions

- 13.1 A list of pupils who suffer from medical conditions, together with details of those conditions, is updated annually by the senior administrator. Copies of this list are kept at Reception.
- 13.2 Individual health care plans are prepared for pupils with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available from the senior administrator and is on the staff area of the shared area.

13.3 Although under normal circumstances (see 14.1) the academy will not administer medication, the Children and Families Act 2014 places a duty on Academies to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to the Academy as other children and cannot be refused admission or excluded from the Academy on medical grounds alone. It may be therefore that the academy is required to store a supply of a particular medication required for emergency administration, for example if a pupil is diabetic. An individual health care plan will be drawn up in consultation with parents and medical practitioners as appropriate. Only essential medicines will be administered during the Academy day. These will be only those prescribed by a doctor. Parents/carers must submit a written permission letter before any medicine is administered. Medicines to be given during the Academy day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

14. Storage and Administration of Medicines

- 14.1 The Academy will not administer medicine or drugs to pupils unless the pupil has a Health Care Plan. Where a pupils self-medicates because they have a particular medical condition, the Academy will provide a secure storage cupboard for such medication. The storage cupboard will be kept locked and will be sited in the reception office.

14. Responsibilities

Included within the responsibilities of the Business Manager are:

- 14.1 To ensure that there are an adequate number of qualified First Aiders and Appointed Persons.
- 14.2 To check the contents of first aid kits each term and direct Mrs Rose Jones if kits require re-stocking

14.3 To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention and send off accident reports to the health and safety executive whenever requested.

14.4 The Business manager is responsible for all necessary reporting under RIDDOR.

15. Emergency Procedures

15.1 Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

15.2 Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents can take over responsibility.

16. Accident Recording

16.1 An Accident Report Form is completed for each incident, generally by a person witnessing the events. The Report Form is then forwarded to the Business Manager who will complete any further details required. The Business Manager is responsible for notifying the Principal who will countersign all accident report forms.

16.2 The Accident Report Form will include:

- 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.

16.3 The information in the record book will help the academy identify accident trends and possible areas for improvement in the control of health and safety risks; be used for reference in future first-aid needs assessments; be helpful for insurance and investigative purposes.

17. Notifying Parents

In an emergency, the principal/teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. The Academy will also report all serious or significant incidents to the parents e.g. by sending a letter home with the child, or telephoning the parents.

18. Reporting

18.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The academy will keep a record of any reportable injury, disease or dangerous occurrence. This will include: the

date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

18.2 The following accidents must be reported to HSE if they injure either the academy's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

18.3 HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

18.4 Where the incident has required the issue of medication, or dressings which will need review after Academy, the first aider will provide the pupil with a note to take home.

19. Hygiene /Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc. in the medical waste bin provided in the Medical Room.

20. Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Signed: _____

(Chair of Governing Body)

Date: _____

Review date: _____