



## Wayland Junior Academy

### First Aid Policy

#### Statement of Intent

The governing body of Wayland Junior Academy acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

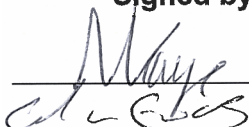
- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the academy premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.
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The appointed person, responsible for first-aid, is: **the Principal**

Where the appointed person is unavailable, the following person(s) will deputise in his/her stead: **Deputy Principal**.

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**Signed by**

  
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**Principal**

**Chair of Governors**

**Date:** 23/1/17

**Date:** 23/1/17

**Review Date:**

## **1. Legal framework**

- 1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:
- Health and Safety at Work Act 1974.
  - Health and Safety (First Aid) Regulations 1981.
  - The Management of Health and Safety at Work Regulations 1992.
  - The Education (School Premises) Regulations 1999.
  - Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.
- 1.2. This Policy will also have regard to the following statutory and non-statutory guidance:
- First Aid for Schools (August, 2000).
  - Advice on Standards for School Premises (May, 2013).
  - Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

## **2. Risk assessment**

- 2.2. The Principal will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the academy.
- 2.3. Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

## **3. Facilities**

- 3.2. First-aid will be administered in a room that meets the requirements of the DfE guidance. Specifically, to:
- Be large enough to hold the necessary equipment.
  - Have washable surfaces and adequate heating, ventilation and lighting.
  - Be kept clean and tidy at all times.
  - Be positioned as near as possible to a point of access for transport to hospital.
  - Display a notice on the door advising of the names, locations and telephone numbers of first-aiders.
  - Have a sink with hot and cold water, if possible.



- Have drinking water and disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

3.3. The **office in the reception area** is the academy's designated medical room.

#### **4. Fixed and portable first-aid containers**

4.2. First aid boxes are located as follows:

Location	Responsible Staff Member
Block 1: First Aid Room	Mrs Anne Hayden
Block 2: corridor	Mrs Anne Hayden
Block 3: corridor	Mrs Anne Hayden
PE Cupboard	Mrs Anne Hayden
Single Mobile	Mrs Anne Hayden
Double Mobile	Mrs Anne Hayden
Kitchen	Kitchen Supervisor [Anne]

4.3. First-aid containers are identified by a white cross on a green background.

4.4. The academy has two first-aid cabinets in addition to the first aid room, which can be found in the corridor of Block 2 and the corridor of Block 3. These cabinets contain a sufficient number of suitable provisions to enable the administration of first-aid.

4.5. The academy has two travelling first-aid containers for use during school trips and off-site visits, plus two first aid portable cases which are stored in the First Aid Room.

4.6. No medicinal substances or materials are permitted within a first-aid container.

4.7. Blunt-ended stainless steel scissors should be kept in the container in case clothing needs to be cut away prior to treatment.

4.8. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container. First aid boxes are checked every half term.

## **Fixed**

4.9. Fixed first aid-containers will contain, at a minimum:

- First aid advice leaflet x 1
- Cleaning wipes x 2
- Assorted plasters x 20
- Adhesive wound dressing x 2
- Sterile gauze x 2
- Eye pad x 2
- Finger bandage x 2
- Large dressing x 2
- Medium dressing x 2
- Triangle bandage x 2
- Eye wash pods x 3
- Disposable Gloves x 2 pairs
- Safety pins x 6
- Vent aid [CPR mask] x 1

4.10. First-aid containers will be:

- Prominently marked as a first-aid container.
- Maintained in a good condition.
- Suitable for the purpose of keeping the items referred to above in good condition.
- Readily available for use.

## **5. Selection of first-aiders**

5.1 When selecting first-aiders, the Principal should consider an individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first-aider must be able to leave immediately in an emergency.

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



The following staff members are trained First Aiders holding the 3 Day First Aid At Work Certificate:

Name	Expiry Date
Mrs N Kaye (Principal)	28/08/2017
Mrs T Romani (Pastoral Leader)	24/11/2019
Mrs A Hayden (Reception)	09/10/2018
Mrs N Featherstone (Reception)	25/05/2019
Miss S Middleton (Teaching Assistant)	28/08/2017
Mrs H Watkins (Reception)	25/05/2019
Mr D Coote (Care Taker)	24/11/2019

## **6. Training**

- 6.1 The Principal is responsible for organising first-aid training.
- 6.2 New staff members are offered first-aid training as part of their induction training.
- 6.3 Lunch time supervisors will also undertake first-aid training.
- 6.4 The academy keeps a record of who is trained in first-aid and the date that their certificates expire.
- 6.5 First-aiders will be re-trained within 3 months prior to the end of the third year, when their first-aid certificates expire.
- 6.6 All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

## **7. Roles and responsibilities**

- 7.1 The main duties of the appointed person (Principal/ Deputy Principal) are to:



- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary.
- Liaise with the Finance Officer, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
- Remain on-site throughout the academy day.

7.2. The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at the academy.
- Ensure that an ambulance or other professional medical help is called, where appropriate.
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## **8. Risk Assessment:**

8.1 The Principal will make suitable and sufficient assessment of the risks to health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid provision will be reviewed annually to monitor effectiveness of the provision and ensure standards are being met.

## **9. Procedures:**

9.1 All children who feel unwell or have had an accident should, if possible, be brought to the First Aid Room in the main reception. Where it is unsafe to move a child, a message should be brought to reception so that first aiders can assist immediately at the site where the child is.

9.2 Staff who are qualified First Aiders will initially assess the child's needs and apply basic first aid where appropriate. A second opinion should be sought from a 3 day First Aid At Work qualified member of staff if the injury involves the child's head, neck or back or if the first aider in attendance is in any doubt about the nature of the injury and the type of first aid to administer.

9.3 For minor injuries, the first aider will administer basic first aid and record their actions in the First Aid Record Book. In addition to this recording, the first aider will also complete a slip (see appendix A) to inform the child's class teacher and a copy to go home with the child so that parents/ carers are informed.

9.4 Where the child has received a bump to the head, the first aider will follow the procedure above and also issue an 'I have bumped my head' sticker so that staff are aware and can



monitor the child. A leaflet will be sent home with the child so that the parent/ carer is aware of what to look out for following a bump to the head.

9.5 If there is even the slightest concern that the injury could be more serious, then parents will be contacted immediately.

9.6. **FOR SERIOUS INCIDENTS/ MEDICAL EMERGENCIES:** an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Principal or Deputy. However, in a genuine emergency, the receptionist will phone directly and inform the Principal.

## **10 Body spillages including vomit:**

10.1 No adult in school should remove any body spillages including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair/ paper towels (if available) and the children removed from the area. The office will contact the site team who will clear the area.

## **11. Lunchtimes:**

11.1 There is a designated First Aider on duty on the playground as part of the Mid- day Supervisor Team as well as the main first aid station in reception. This person wears a first aid jacket.

11.2 Children who feel ill/ require first aid should report to this first aider in the first instance if they are able to.

11.3. The first aider will bring the child into the reception area to the First Aid Room and follow the procedure above.

11.4. The mid-day supervisors carry a radio so that they are able to call for assistance if need be. The team is suitably large so that assistance can be quickly called for/ first aid box can be brought out to a casualty.

## **12. Reporting incidents and record keeping**

### **Reporting**

12.1 The Principal will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

### **Record keeping**

12.2 The Principal will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.





- 12.3 All illness/ injuries where first aid is administered must be recorded in the First Aid Book and, where a child sustains an injury as a result of an accident, on the online accident reporting system accessed through the NES Portal.
- 12.4 First-aiders will ensure that they comply with the reporting procedures of the academy after administering treatment, including recording:
- The date, time and place of the 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? (e.g. 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.
- 12.5 Records will be maintained for no less than three years after the incident.
- 12.6 The First Aid Reporting Book is kept **in the First Aid Room in Block 1**.
- 12.7 Accident reporting is accessed through the online system on the NES portal.

### **13. Inhalers and Epi- pens:**

- 13.1 Named and labelled inhalers and epi- pens will be kept in a basket in the child's classroom.
- 13.2. The academy's policy for administering medicine will be followed.
- 13.3 All inhalers/ epi-pens will be taken to where the child moves to during the day. For example; to PE lessons, to the library, IT suite etc.

### **14. Educational Visits:**

- 14.1 Organisers will undertake a risk assessment which will identify the level of first aid needed and make arrangements for children with medical needs.
- 14.2 A first aider will attend the visit and carry a portable first aid kit.

### **15 Circulation**

15.1 The Principal will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities and personnel.
- The procedures for monitoring and reviewing the academy's first-aid needs.