



**The Park Federation Academy Trust  
James Elliman Academy**

**First Aid Policy  
2017-2018**

## Approval History

Signed by Chair	
Date of approval	September 2017
Date of review	September 2018

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## Section 1: Introduction

James Elliman Academy (JEA) accepts its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE).

JEA's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## Section 2: Arrangements for First Aid

JEA will have designated first-aiders who are responsible for administering First Aid at the academy. A first-aider is someone who has done training appropriate to the level of need as identified by the academy, namely: First Aid at Work (FAW).

A list of all first-aiders will be prominently displayed in all classrooms and in other locations around the building.

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 school;
- when necessary, ensure that an ambulance or other professional medical help is called

The school will provide materials, equipment and facilities as set out in the DfE's '*Guidance on First Aid for schools*'.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At JEA, this room will be referred to as the **Welfare Room**.

The location of First Aid kits at JEA will be:

- The Welfare Room
- EYFS Kitchen

All First Aid kits must be marked with a white cross on a green background.

The person responsible for checking the contents of First Aid kits and restocking them as soon as possible after use is **Marie Aldridge/Aysha Hussain**.

All staff will be informed of the First Aid arrangements through this policy, and training as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

### **Section 3: Procedures for First Aid**

A designated First Aider **must be consulted** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Stings: bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a designated First Aider **must be consulted** to treat pupils who are known to have a specific illness e.g. diabetics/pupils known to have allergic reactions/pupils with epi- pens in school - irrespective of the type of illness or injury sustained. **On no account must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

#### **Major Injuries/Serious Illness**

In the event of **major injury** or **where a child has a specific illness**, a designated First Aider should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury/illness require medical assistance (e.g. ambulance, hospital visit), a member of the office staff and the Head of School should be contacted immediately. In an emergency, an ambulance should be called without delay. The Estates Manager - Hazel Ryder is also contacted is an ambulance is called or a parent/staff take a pupil to hospital.

## Minor Injuries/Illness

Incidents of minor injury or illness during the day should be treated as follows:

- **Lesson times:** children may be sent to the Welfare Room for an assessment of the severity of any illness or injury and appropriate action will be taken.
- **Playtimes:** children may be brought to the Welfare Room for treatment.
- **Lunchtimes:** The Lunchtime Supervisor must assess the seriousness of the injury or illness- any injury to the head or a wound that bleeds must be taken to the Welfare room for further assessment and any action deemed necessary by the First Aider.
- For children in the Nursery, in most instances it would be more appropriate for them to be treated in the Nursery, where a First Aid kit is kept.

For all instances where a child has suffered an injury other than minor cuts/grazes, a telephone call should be made to the child's parent/carer. Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Head of School or, in his absence, by a senior member of staff.

In the event of minor injury, the class teacher must be informed so that they can liaise with parents/guardians at the end of the school day. Additionally, a copy of any record made in the First Aid book should be sent home (see below).

## Reporting of Incidents

All incidents requiring First Aid (whether minor or major) must be recorded in the First Aid book. This is situated in the Welfare Room. An additional First Aid book will be kept in the Nursery. A duplicate copy of the record in the First Aid book should be sent home.

## Hygiene Procedures

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water.
- Ensure that you wash your hands.
- Dispose of any blood stained waste in a plastic bag and put in the
- Yellow covered waste bin in the welfare room.

Staff **must** wear disposable gloves when toileting or dealing with blood or body fluids. Wherever a first aid kit is kept, there should also be access to disposable gloves, disposable aprons, body wipes and anti-bacterial spray.

## **Class Medical List**

Every class must have a Class Medical List and a list of pupils with specific dietary requirements.

It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill.

Kitchen staff /Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

## **Section 4: Reassessment of First Aid provision**

The Principal/Executive Principal, Chief Operating Officer and Academy Council should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

## Appendix A: List of Designated First Aiders

### FIRST AIDERS

If you require first aid assistance for a child or an adult, in the first instance please contact:

**MARIE ALDRIDGE** – Senior Welfare Officer - Medical Room

**AYSHA HUSSAIN** – Welfare Officer – Medical Room

In their absence, please contact one of the following personnel:

<u>NAME</u>	<u>LOCATION</u>
BEV SIMMONS	MAIN OFFICE
IMTIAZ TURAB	AROUND THE SCHOOL
VARUNIE MENDIS	NURSERY
KAYLEIGH BROWNE	NURSERY
ANU SHUKLA	NURSERY
EMILY EVANS	NURSERY
NAFISA TARMOHAMED	INVESTIGATORS
LESLEY BAXTER	INVESTIGATORS
SHAHEEN KHAN	ADVENTURERS
VIVIENNE LOPEZ	ADVENTURERS
PRIYANKA GULATI	DISCOVERERS
SHAKILA BEGUM	DISCOVERERS
JAS CHANDER	EXPLORERS
BEVERLEY CRABBE	EXPLORERS
JULIA HAINES ( Age 6 years to Adults)	2 POTTER
JASWINDER CHIMA	3 DAHL
ALYSIA CARTY	4 WALLIAMS
ANNA PACIOREK	4 PRATCHETT



<b>BEATA PIASECKA</b>	<b>4 BLYTON</b>
<b>HINNA HUSSAIN</b>	<b>5 LANE</b>
<b>MANDY WILCOX</b>	<b>5 PULLMAN</b>
<b>MALIKA MANANE</b>	<b>6 BENJAMIN</b>
<b>SONIA SHARMA</b>	<b>6 SHAKESPEARE</b>
<b>DALJIT SANDHU</b>	<b>6 TOLKIEN</b>
<b>SMITHA GURURAJ</b>	<b>LUNCHTIME ASSISTANT</b>
<b>NASEEM ALI</b>	<b>LUNCHTIME ASSISTANT</b>

We also have 3 members of staff trained in the administration of Bucculom for epilepsy. Aysha Hussain, Hinna Hussain & Marilyn Flower.

#### **Appendix B: HSE Recommendation on First Aid kits**

- 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.

Equivalent or additional items are acceptable.

JEA has first aid kits mounted in the main areas of the school.