



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

**First Aid Policy**

## Approval History

<b>Signed by Chair</b>	
<b>Date of approval</b>	September 2018
<b>Date of review</b>	September 2019

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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: 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 Medical Room
- EYFS Kitchen
- Year 1 Corridor
- Studio
- Staff Room
- Year 6 Corridor
- Year 5 Corridor

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 **the Senior Welfare Officer**.

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 to be contacted if an ambulance is called or a parent/staff member 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 Medical 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 Medical 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 Medical 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 Medical 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 Medical 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

<u>NAME</u>	<u>LOCATION</u>	<u>TELEPHONE EXTENSION</u>
BEV SIMMONS	MAIN OFFICE	1405
VARUNIE MENDIS	NURSERY	1442
KAYLEIGH BROWN	NURSERY	1442
ANU SHUKLA	NURSERY	1442
SHAHEEN KHAN	ADVENTURERS	1523
SHAKILA BEGUM	ADVENTURERS	1523
VIVIENNE LOPEZ	DISCOVERERS	1522
PRIYANKA GULATI	DISCOVERERS	1522
LESLEY BAXTER	EXPLORERS	1520
JAS CHANDER	EXPLORERS	1520
NAFISA TARMOHAMED	INVESTIGATORS	1521
SARMISTA BHATCHARIYA	INVESTIGATORS (THURS) DISCOVERERS (FRI)	1521 1522
BEVERLEY CRABBE	INVESTIGATORS	1521
JAWARIA KHAN	TUE/WED- NURSERY THURS-RECEPTION	1442
KHATIBA MEHMOOD	2 AHLBERG	1530
JULIA HAINES ( Age 6 years to Adults)	2 BRIGGS	1531
BEATA PIASECKA	2 MCNAUGHTON (AM) NURSERY (PM)	1532 1442

JASWINDER CHIMA	EAL (AM) 3 DAHL (PM)	1537
ALYSIA CARTY	4 BLYTON	1540
STEPHANIE WEBER	4 WALLIAMS	1542
HINNA HUSSAIN	5 LANE (AM) 4 BLYTON (PM)	1545 1540
MANDY WILCOX	5 PULLMAN	1546
SAJID ALI	5 PULLMAN	1546
MALIKA MANANE	6 BENJAMIN	1550
LORRAINE DICKSON	6 BENJAMIN	1550
SONIA SHARMA	6 HOROWITZ	1551
NASEEM ALI	LUNCHTIME ASSISTANT	ON RADIO
SMITHA GURURAJ	LUNCHTIME ASSISTANT	ON RADIO
MARIA DOCABO-PAVON	LUNCHTIME ASSISTANT	ON RADIO
FRANKLYN HYLTON	PREMISES	ON RADIO
REBECCA PINKNEY	INCLUSION/SAFEGUARDING	1440

We also have 9 members of staff trained in the administration of Bucculam for epilepsy.

- Aysha Hussain
- Bev Simmons
- Hinna Hussain
- Harjinder Mann
- Kayleigh Brown
- Katt Clark
- Ewa Tybura
- 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 un medicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped un medicated wound dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

JEA has first aid kits mounted in all year group corridors.