



**Timbertree Academy**

The best in everyone™

Part of United Learning

# First Aid Policy

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| <b>Policy Start Date</b>  | <b>September 2024</b> |
| <b>Policy Review Date</b> | <b>September 2025</b> |

Timbertree Academy ensures that we are compliant with the relevant legislation regarding the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

### **Scope**

- This Policy forms part of the health and safety arrangements detailed in the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974 and specifically the Health and Safety (First Aid) Regulations 1981 and the Education (Independent School Standards) Regulations 2014.
- This Policy does not cover administration of medicines, which is not an employer's duty under the Health and Safety at Work etc Act 1974. Refer to the Administration of Medicines Policy for further guidance.

### **Interpretation**

The following definitions apply to this Policy:

- First Aid - In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- First aider – an employee who has completed a recognised first-aid qualification e.g. First aid at work, Paediatric first-aid.
- Appointed Person – a person appointed to take charge of first-aid arrangements, including looking after equipment and facilities and calling emergency services, where it has been deemed that no designated first-aider is required. For clarity, it is unlikely that any United Learning Site will be able to operate solely on an appointed person system.

### **Responsibilities**

The Governing Body has general responsibility for health and safety matters in school. Responsibility for first aid provision is held by the Headteacher who is the responsibility manager. This is delegated to the members of staff with the higher level First Aid qualification.

- All staff have a statutory obligation to follow and co-operate with the requirements of this policy.
- Whilst there is no explicit requirement in health and safety law for Sites to provide first aid to anyone other than their employees, United Learning expects, in line with DfE guidelines, that all Sites will include pupils, students, and other defined non-employees (e.g. parents attending a school event) in their calculations for first aid provision.

### **First Aider's Main Duties**

Staff with the higher-level qualification are available throughout the school day and during morning break and lunchtime to attend to pupils requiring first aid. Classroom support staff operate triage on the playground for bumps and grazes

- There are basic first aid containers in each classroom for use during the school lessons (by a qualified first-aider), these contain: plasters, antiseptic wipes and gloves.
- There are full First Aid kits available in each area of the school. These are located in KS1, KS2 and School Hall. These must be kept out of reach of children at all times.

Designated trained first aiders are identifiable in school as posters are displayed across the school to make everyone aware of who they are and their location within the school if support is required. First aid support is requested by members of staff via the use of a Walkie-Talkie.

### **First Aiders will:**

Take charge when someone is injured or becomes ill;

- Give immediate help to casualties with common injuries or illnesses and those arising from specific accidents/injuries at school;
- Support the administration of EpiPens when needed (these are kept in the child's class first aid box);
- Provide life-saving treatment if required after the administration of an EpiPen;
- Look after the first-aid equipment;
- Restock the first aid containers;

- Ensure that an ambulance or other professional medical help is summoned when appropriate;
- Contact parents when their child has required first aid- via telephone call (for head injuries and more serious injuries) or by first aid slip.

First aid stock is regularly checked and class first-aid boxes are checked half-termly.

A register of all certificates can be found in the admin office.

### **Training**

Timbertree Academy ensures that all of our teaching support staff attend First Aid Training. Training is renewed annually or before the validation period ends.

- Classroom support staff are also trained on how to administer Epi Pens via the Sandwell Industrial Nursing and First Aid Training Service (SINFATS) and/or Educare.
- Higher Level First Aiders are trained by either SINFATS or ST Johns Ambulance. The following staff members have the higher level of first aid training:

Ryan Dwyer

Katie Homer

Rebecca Hughes

Anne Woodward

Faye Wakefield

Sarah Green

Marie Malcolm

Kirk Hewitt

### **Notifying Parents**

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury to any part of the body.

➤ Is a head injury (including injuries to the eyes, nose, mouth and any other areas on the face)- however minor the injury may appear.

➤ Requires attendance at hospital

➤ Staff use a flow-chart to know which injuries require parental phone calls or a first-aid slip.

- Our procedures for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

- If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that a trained person or another member of staff remains with the child until the parents can be contacted and arrive.

- When a child is assessed by a first aider, a first aid slip will be completed and sent home, detailing what action was taken and how the injury occurred.

Children who are unwell or have had an accident and need to go home will be sent to the school office or the medical bay. The parent/carer will then collect the child from the office or the external door in the medical bay and sign them out.

- If the child requires hospital treatment and the parents cannot be contacted prior to attendance, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital

- All accidents requiring first aid treatment are to be recorded with the following information:

- Name of injured person;

- Name of the trained member of staff;

- Date of accident;

- Type of accident (e.g. bump on head etc);

- Treatment provided and action taken.

### **First Aid Records**

Any accident which involves the administration of first aid, results in a first aid slip being sent home to parents informing them of the incident. All First Aid slips are suitably placed with the main First Aid kits in the First Aid Bay and the school office. These must always stay with the allocated kits.

- Any incident requiring first-aid must be recorded. Depending on the severity of the incident, it may be necessary to record the incident on the Group Accident Reporting and Management System (ARMS). Further details on qualifying events can be found in the Group Accident and Incident Management Policy. This is completed weekly by the school administrators.
- If a child is seeking first aid treatment regularly, this will be noted on CPOMs and class teacher advised. The situation will be monitored and parents contacted as it may be an indication that further school support is required.

### **Reporting Accidents**

Accidents or injuries that are deemed serious (child, staff or volunteer) are recorded in the Accidents and Injuries Log which is kept in the School Office. The school will immediately complete a risk assessment of the injury and action will be taken if required.

- Other categories that are reported to the HSE are:
  - Injuries that occur if they injure either the school'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).

### **First Aid on Educational Visits**

Before undertaking any off-site activities, the Head Teacher should assess what level of first-aid provision is needed. It is school policy to ensure that at least one qualified member of staff forms part of the staff to pupil ratio. The member of staff ensures that a first aid kit includes plasters, antiseptic wipes, gloves, bandage, sick bags and paper towels.

- In line with OEAP National Guidance, first-aid provision for educational visits is to be determined on a case-by-case basis and the decision recorded in the visit planning documentation. The following needs to be considered:
  - The nature of the activity/visit
  - The composition of the group
  - The likely injuries associated with the activity

➤ The extent to which the group will be isolated from the support of the emergency services

- For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first-aid certificate accompanies the visit.

- Further details on first aid on educational visits can be found in the OEAP National Guidance.

### **Reassessment of First Aid Provision**

The Governing Body and Head Teacher review the school's first-aid needs annually.

- When conducting a risk assessment of first aid needs, school will consider:

- The number of staff trained in first aid;

- Any pupils that have started during the year with special needs, either educational or medical that may require additional attention;

- Number of first aiders required on school trips;

- The location of the school to the emergency services;

- Informing emergency services of any circumstances that may affect access to the school;

- Accident/incident rate over past year which can indicate the most common injuries, times activities and locations;

- Adequate provision of out of hours' activities e.g. sports activities and clubs;

- Adequate provision for trainees/voluntary workers on site;

- Accidents that have been reported to the LA or HSE.

### **Hygiene and Infection Control**

All staff take precautions to avoid infection and follow basic hygiene procedures. Staff have access to disposable gloves and hand washing facilities. They must endeavour to take extra care when dealing with blood and other bodily fluids.

- Classrooms have sinks with soap and/or hand sanitising dispensers on each classroom wall and at high-contact areas around the school.

- Waste is disposed of in appropriate bins and are emptied more frequently throughout the day.
- Parents are advised of the NHS guidance if their child has a contagious illness and when it is safe for them to return to school.