



# Joseph Leckie Academy

JOSEPH LECKIE ACADEMY

First Aid Policy

This policy is reviewed e.g. annually in the autumn term

Approved by Governors: 06 / 07 / 2017

Review date for Document: 06 / 07 / 2018

## First Aid Policy

### Aims of the Policy

To ensure the Academy has adequate safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury no matter how major or minor.

### Principles

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The Principal is responsible for compliance with regulations.

This policy will be in line with Health and Safety at Work Regulations, DFE Guidance on First Aid in Schools 2014, The Health and Safety (First-Aid) Regulations 1981 and RIDDOR (1995).

First Aid provision will be available at all times while people are on the Academy's premises and also off the premises during approved Academy visits and trips.

Staff in charge of students are required to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students and others at the Academy and on approved trips.

### General Policy Matters:

All staff should be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure that this Policy is followed in relation to the administration of First Aid.

The Academy will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons or those for whom it is part of their conditions of employment. The Academy will ensure that there are enough trained staff to meet statutory requirements and assessed needs, including allowing for staff on annual/sick leave or off-site.

The Academy will consider the number of first-aid personnel that are needed to provide adequate cover on each floor in each building and recognise the relatively higher levels of risk in areas covering practical activities.

The Academy will ensure that all community activities meet these minimum requirements by ensuring an Appointed Person is available at all times during community activities or ensuring each community booking has provided adequate First Aid cover.

The Academy will ensure that there is a Normal Operating Procedure and up to date Risk Assessments which follow the Health and Safety Guidelines including ensuring that appropriate First Aid cover is provided by the Academy throughout the day and for community usage. The Community Sports Development Officer will provide details of responsibilities and First Aid cover to the community through displays and Booking Terms and Conditions.

The Academy aims to have all non-teaching staff trained in First Aid, thus minimising the need to take teachers out of classrooms. All new appointments to the non-teaching staff\* will undertake first aid training. This requirement will be included in job descriptions.

\*Lunchtime Supervisors will receive in house training in dealing with emergency situations.

Where staff or students have specific health/medical needs, these will be documented in their personal Health Care Plan or EHCP. The communications protocol (Appendix 2) details how these will be communicated and relayed to the first aider and attendant emergency services.

### The Academy's first-aid provision is that:

- Suitably stocked first-aid containers are clearly labelled and available throughout the site
- Two defibrillators will be maintained on site
- The Appointed Person (AP) will take charge of first aid arrangements
- There will be a ratio of 1:100 first aiders/Emergency First Aiders to members of the Academy during school time
- There will be a minimum of 1 appointed person available on site throughout the evening and community activities
- Information on first-aid arrangements will be published throughout the Academy's site
- A register of current First-Aiders and Emergency First Aiders will be maintained and displayed in several places around the Academy (alongside First Aid boxes)
- Training for First Aiders and Emergency First Aiders will be renewed every three years
- Off-site trips must be approved by the Academy's External Visits Co-ordinator (EVC)
- On-site activities are subject to risk assessments in line with JLA Health and Safety Policy
- A First Aid room is available

### **Naming Conventions:**

The Appointed Person:	The Buildings and Health and Safety manager, Mr Phil Pettifer
Deputy Appointed Persons:	Ms Lorna Gardiner (Buildings and H & S)
Appointed Persons:	All Receptionists; Duty Officers; Site Managers;
Appointed Officer	Mrs K Matharu
First Aiders:	Three day First Aid at Work qualification
Emergency First Aider:	Completed one day Emergency First Aid at Work course

### **The Appointed Person will:**

- be a qualified First Aider or be Emergency First Aid at Work trained or equivalent
- delegate AP's role in their absence to an appropriately trained person
- appoint other appropriately trained Appointed Persons to support the Academy in dealing with First Aid to ensure there is always one Appointed Person on duty at all times
- be responsible for appropriate first aid signage
- ensure training is arranged (in conjunction with the Vice Principal)
- ensure that training is given to all First Aiders on the Academy's procedures dealing with first aid incidents (Appendix 2, 3 and 4)
- manage and maintain the first-aid equipment
- ensure the Appointed Persons' Communications' Protocol (**Appendix 2**) has been established and followed
- ensure that procedures for dealing with students with chronic medical conditions are followed (**Appendix 4**)
- ensure that parental medical consent forms have been completed for any students who need medicines administered during the day
- ensuring that the First Aider/Emergency First Aider that dealt with the incident has reported it in the First Aid book (located in the appropriate building) and Accident Report Form (where required)
- update Education Health Care Plans for students and check medications and inform all First Aid/Emergency First Aid staff of students on this list each half term
- ensure lists of First Aiders and staff trained to use the defibrillators are up to date and placed in all offices around the Academy

### **Deputy and delegated Appointed Person's will:**

- be a qualified First Aider or be Emergency First Aid at Work trained;
- ensure that an ambulance or other professional medical help has been summoned when appropriate
- take charge when someone is injured or becomes ill when they are the first aider on the scene or support other first aiders as required;
- ensure the Appointed Persons' Communications' Protocol (**Appendix 2**) has been followed
- fulfil the responsibilities of the Appointed Person as required
- ensure the First Aid book is completed for all incidents involving first aid for accidents and accident forms are completed (where appropriate)

### **Appointed Officer will:**

- be a qualified First Aider or be Emergency First Aid at Work trained;
- support the Appointed Person in checking the First-Aid equipment
- ensure that First Aid books are up to date and information is recorded on SIMS
- ensure that HCP's are recorded on SIMS and notify HOY when they need renewing
- check medications and inform all First Aid/Emergency First Aid staff of students on this list each half term

### **First Aider's Duties and Emergency First Aider's Duties:**

First aiders and Emergency First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

The 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 within the scope covered by the training course
- follow the Academy's procedures for giving First Aid outlined in **Appendix 1, Appendix 3 for head injuries and Appendix 4 for students with chronic medical conditions**
- ensure that an ambulance or other appropriate professional medical help is called, when appropriate
- record all first aid incidents in the First Aid Book and complete an Accident Report Form (where appropriate)
- inform the Appointed Person where items need replacing from the First Aid boxes

### **Selection of First Aiders and Emergency First Aiders:**

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

When selecting first aiders, the Principal will consider the 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 to go immediately to an emergency

A list of current First Aiders and Emergency First Aiders will be available in every staff office and Reception and updated annually or as required after additional staff are added or removed.

### **Equipment and Information**

First Aid boxes and information sheets are situated as follows within the Academy (See site plan Appendix 8)

Reception

Staff room – main building

Staff Room– CBB – Bottom left-hand cupboard

Ladies Toilet (East End) – Bottom left-hand cupboard

Room 21 – Store Room

Modern Languages Faculty

Success Centre - Classroom

Library

Caretakers' Office

English Store Room – CBB

Maths Staff Room

KWB – Staff Room, Humanities office, Dr Gardiner's office.

PE Faculty Office

Science Faculty – Prep Room and Lift Storage area (2)

Technology Faculty - Office

Food Technology – S6

Exams Office

Art - Staffroom

All first aid boxes must contain the correct contents (as recommended by the DFE Guidance).

The Appointed Officer will ensure they are checked every half term and re-stocked after use and ensure items will be discarded safely after expiry date has passed.

A4 Information sheets on the following medical conditions are issued to all staff and laminated versions are located alongside the First Aid Boxes:

- Asthma
- Diabetes
- Epilepsy
- Anaphylaxis

Emergency Diabetic boxes are located as follows:

- Reception
- Success Centre
- Science Prep Room
- English Store Room
- Maths Staff room
- Marie DeRome's Office
- KWB – Staff room, Humanities office, Dr Gardiner's office
- Zodiac Office
- PE
- Room 21

Diabetic boxes contain:

- Lucozade
- Dextrose tablets
- Jelly sweets
- Biscuits/carbohydrates

### **Travelling first aid containers:**

Before undertaking any off-site activities, the responsible person assesses what level of first aid provision is needed (Risk Assessment checked by EVC). A supply of portable first aid containers are to be maintained by the Appointed Person and made readily available for any off-site activities.

### **Students on Health Care Plans:**

Students' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents. These will be updated in the office and on SIMS and medicines

checked by the Appointed Officer every half term. Parents will be contacted to get new medications and dispose of old medications. Expired medicines should be collected and appropriately disposed of by parents, e.g. EpiPens.

### **Defibrillators**

These are located as follows:

PE Faculty Office  
Reception

A list of staff trained to use the defibrillators will be placed next to the equipment and with the First Aiders list in offices around the Academy.

### **Hygiene and Infection Control including contamination for bodily fluids**

Hands should be washed or sanitized before and after giving first aid.

Exposed cuts or abrasions should always be covered.

Single-use disposable gloves must be worn if treatment involves blood or other bodily fluids. Latex free gloves are available in first aid boxes around the Academy.

Soiled dressings must be disposed of in a yellow clinical waste bag and in the clinical waste bin in the medical room or PE Office.

Any bodily fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush by the Duty Officer or caretakers whoever is nearest. This should also go in a yellow bag and disposed of in a clinical waste bin.

During community usage hours, the First Aider/Emergency First Aider or Appointed Person should inform the Duty Officer or caretakers of any bodily fluid spillages.

Caretaker/Duty Officer must act on spillages immediately and must wear Personal Protective Equipment.

### **Physical Contact with Students**

The treatment of students with minor injuries, illness or medical conditions may involve staff having physical contact with a child.

Treatment should:

- not involve more contact than necessary
- be undertaken by First Aiders/Emergency First Aiders or others who have been designated to the task
- not be carried out in isolation wherever possible
- be recorded appropriately and parents informed

### **Reporting of Accidents**

The First-Aider/Emergency First Aider or other person who has been designated to the task **has a duty to record details of the incident in the First Aid Book** as soon as possible after the accident (preferably on the day).

- date, time
- location of incident
- what happened
- names of witnesses
- what was seen
- who has informed parents (time and brief comments where applicable)
- what happened to cause the accident
- what the diagnosis was (as far as possible)
- treatment given or action taken (hospital, went home, returned to lesson or normal activity)
- time taken to give the treatment

Books are located in:

Reception; CBB; PE Office; Science; Technology; Art and Science Buildings:

In addition the First Aider/Emergency First Aider or other person who has been designated to the task must:

- complete an Accident Report Form (Appendix 7) (forms located in Reception) if the incident was the result of an accident, disease or dangerous occurrence.
- inform a member of the Leadership Team if a colleague or student is sent home or to hospital following an injury or medical treatment

In the case of accidents involving students or Head injury forms, the form will be scanned by the Appointed Officer, Mrs K Matharu and uploaded onto SIMS.

All accident report forms are returned to the back office pigeon hole.

Where necessary an Accident Investigation report will be completed by the Buildings and Health and safety Administrator and passed to the Buildings and Health and Safety Manager and, if required information passed to the HSE and LA (after consultation with the Principal).

These forms are then recorded by the Buildings and Health and Safety Administrator and analysed by the Buildings and Health and Safety Manager to minimise the risks of future accidents.

## **RIDDOR**

All accidents should be reported as outlined above.

However, RIDDOR requires employers to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. This is set out in the Academy's Health and Safety Policy.

Where an injury has occurred where a member of staff, visitor or student has been sent to hospital, the First-Aider/Emergency First-Aider or Appointed Person must inform a member of the Leadership Team. They must not assume someone else has done it.

The Senior Leader will then inform the Buildings and Health and Safety Manager or in his absence, the Principal who will decide whether this needs reporting to the LEA and HSE, subject to the requirements of RIDDOR.

The Buildings and Health and Safety Administrator will complete the Accident Investigation Report and consult with the Buildings and Health and Safety Manager who will identify any subsequent investigations/actions required in any problematic areas to minimise the risk of future accidents.

### **Child Protection:**

If any concerns are raised that have safeguarding implications (e.g. unexplained marks or scars), whilst a student is being treated for first aid, the First Aider/Appointed Person must inform the designated Child Protection Officer, the Principal or Mrs DeRome who will then take appropriate action.

### **Insurance:**

The Academy will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

### **Communication:**

The Vice Principal (T&L) will inform all staff of the first-aid arrangements and procedures.

This will include

- the location of equipment and information
- first-aid personnel and training
- procedures in case of accident, injury or medical condition
- the Appointed Person' Communications' Protocol (Appendix 2) and the reporting procedures.

Staff will be kept informed of first aid matters through displays and notices in staff rooms, offices and through the learning platform.

Notices will be displayed prominently in each building.

These will include:

List of First Aiders/Emergency First Aid

Location of defibrillators

Location of First Aid Boxes

Location of diabetic boxes

The Induction Programmes will include information about the Academy's First Aid arrangements and procedures.

## **Appendix 1**

### **Procedure in cases of accident, injury, or medical condition:**

1. The student/staff/visitor or witness will report the incident immediately to a member of staff
2. The member of staff will assist in whatever way they can by taking emergency action
3. This emergency action may involve:
  - Getting a First Aider/Emergency First Aider(s) to support immediately
  - Clearing space
  - Ensuring safety of others
4. The First Aider/Emergency First-Aider or other person who volunteered to be designated to the task will:
  - Give appropriate treatment

- If broken bones or a head injury are suspected, or if the casualty is likely to become unconscious, the casualty should not be moved.
- Follow one of the procedures below A; B or C

**A. If the first aider believes that medical assistance is required urgently:**

- Call 999. This should be done by someone who is with and must remain with the casualty. The operator will ask questions about the casualty's health and current condition.
- The person who calls 999 must be with the casualty to answer questions.
- The person will need to know the casualty's name and date of birth.
- Ask someone else to contact Reception to obtain personal details from SIMS, including any health care plan.
- Reception should print a copy of the person's details from SIMS and send it to the scene.
- First Aider should stay with the injured person at all times, talking and offering reassurance
- Inform the Reception that an ambulance has been called and to notify the Appointed Person on duty.
- Reception to contact family to inform them of the situation.
- If parent/guardian does not arrive at school before the ambulance leaves for hospital, a member of staff is to escort the student in the ambulance and remain with the student until the parent arrives.
- Appointed Person in reception will send someone outside to open the gate and direct the ambulance to the casualty.
- Reception staff must follow the Appointed Person Protocol (see below)

**B. If the first aider believes that medical assistance is not required urgently:**

- The person will need to know the casualty's name and date of birth.
- Ask someone else to contact Reception to obtain personal details from SIMS, including any health care plan.
- If appropriate, request a wheelchair.
- Reception should print a copy of the person's details from SIMS and send it to the scene.
- Appointed Person in reception will contact parents/relative to request them to collect the casualty and take them to A & E.
- If parents cannot come, alternative transport will be provided by Academy Home School Liaison Officer or other authorised person.
- First Aider should stay with and escort the casualty to Reception and remain with them until transport arrives.

**C. If the first aider believes that no further medical assistance is required:**

- The person will need to know the casualty's name and date of birth.
- Ask someone else to contact Reception to obtain personal details from SIMS, including any health care plan.
- The first aider must make a decision on whether the casualty can return to lessons or go home.

**5. For all of the above, the First Aider must record the incident in the First Aid book (and Accident Report form if required).**

## Appendix 2

### Appointed Person Communication Protocol

The Appointed Person in Reception must follow the communication protocol, completing a protocol sheet for each incident. If the appointed person needs to leave Reception, the other receptionist assumes responsibility and becomes the new appointed person. This enables multiple live incidents to be managed by several members of staff.

This includes:

- Name of injured person
- Location on site
- Name of First-Aider;
- Parents called and whether they are coming to the Academy or going to the hospital (record time of call)
- SIMS print out and any Health Care Plan information given to the First Aider
- Who is going with the student to hospital
- Who called the ambulance and time
- Person sent to wait for ambulance for the named casualty (N.B. if ambulance does not arrive – they should contact reception and ask the Appointed Person to follow this up).
- Ambulance arrival and departure time, reported by the person on the gate.
- Inform members of the Leadership Team

- Ensuring that the First Aid book is completed and an accident report form (where required) by the First-Aider

### Appendix 3

#### Dealing with a head injury

Appointed Persons must watch out for the symptoms listed below when dealing with a head injury:

1. Any loss of memory
2. Severe headache, particularly at a specific location
3. Stiff neck
4. Bleeding or clear fluid dripping from the ears or nose
6. Nausea or vomiting (feeling or being sick)
7. Dizziness, poor balance, or unsteadiness
8. Weakness in either arm or leg
9. Abnormal drowsiness or sleepiness
10. Convulsions (shaking, fits or spasms)
11. Unequal pupils (the dark centre of the eye)
12. Loss of appetite
13. Persistent ringing in the ears
14. Slurring of speech
15. Loss of consciousness, blacking out, or seeing stars
16. Impaired vision

The Appointed Person will ensure that if there are no obvious ill effects immediately after the accident the student will be able to return to lessons, but the following must be completed by the Appointed Person or other delegated person.

- The student is told that if they feel ill later on they must either report it to Reception or, if out of school, seek medical help as soon as possible
- Parents are informed and what to do if they see any signs
- Appendix 5 (Head Injury Advice) is completed and copied for teaching staff (for the remaining lessons during the day) and one copy is given to the student
- The runners will take a copy of Appendix 5 to each of the teachers who teach the injured student that day.

### Appendix 4

#### Procedure for dealing with students/staff with chronic medical conditions

From April 2004 First Aiders must be trained to recognise and respond appropriately to the emergency needs of students with chronic medical conditions. The most common are: asthma, diabetes, epilepsy and severe allergic reaction.

Students with **asthma** need to have immediate access to their reliever inhalers when they need them. Students should carry their own inhaler with them at all times. Spare inhalers must be provided by parents and kept in an unlocked cabinet in Reception, for easy access. Each student's inhaler is kept in a named, clear plastic wallet. Academy staff are not required to administer asthma medication to students unless in an emergency.

Students with **epilepsy**. Concerns about safety should be discussed with the student and parents as part of a health care plan.

Students with **diabetes** should be able to manage their own medication. This should be discussed with student and parents as part of a health care plan. If parents provide the Academy with a supply of sweets, glucogel, drinks, etc, these are to be kept in a named, clear plastic wallet in an unlocked cabinet in Reception. There is a list of areas on site where emergency food and drink are kept in the event of a student/staff experiencing a hypo.

**Anaphylaxis** – student and parents should discuss allergies as part of a health care plan. Epi-pens should be provided by the parents and kept in a named, clear plastic wallet in an unlocked cabinet in Reception. If the epi-pen has to be used members of staff trained in the administration of epi-pens can follow the instructions written in the students' health care plan and an **ambulance must be called, the used epi-pens be handed to the Paramedics and the epi-pen replaced by parents as soon as possible.**



Parents must ensure that students have their medication with them at all times. The student's peer group/friends should be informed and trained, where appropriate in the use of epi-pens by Academy trained staff.

Any administration of medicine should always follow the procedure below:

- Parents/guardians are to complete and sign the Parental Medicine Consent Form (Appendix B) before accepting and administering medicine to a student.
- Paracetamol will only be given to a student if the parent has been telephoned, permission given and the Parental Medicine Consent Form is signed by the member of staff administering the tablets



## **HEAD INJURY ADVICE**

**PLEASE MAKE SURE THAT YOU SHOW THIS TO YOUR PARENTS WHEN YOU GET HOME**

A Copy will be sent to all your teachers for the rest of the day

.....(name) has had a bump on the head today ...../...../..... (date) and time..... There were no obvious ill effects immediately afterwards so they returned to lessons.

Following a blow to the head you **must** watch out for the following symptoms:

1. Any loss of memory
2. Severe headache, particularly at a specific location
3. Stiff neck
4. Bleeding or clear fluid dripping from the ears or nose
5. Nausea or vomiting (feeling or being sick)
6. Dizziness, poor balance, or unsteadiness
7. Weakness in either arm or leg
8. Abnormal drowsiness or sleepiness
9. Convulsions (shaking, fits or spasms)
10. Unequal pupils (the dark centre of the eye)
11. Loss of appetite
12. Persistent ringing in the ears
13. Slurring of speech
14. Loss of consciousness, blacking out, or seeing stars
15. Impaired vision

**If you suffer any of these symptoms you must seek medical help as soon as possible.**

**If you feel ill in school you must go immediately with another student/member of staff to the Main Reception to report it.**

..... First Aider Signature

Copies to teachers:

Name of teachers: ..... Period 2

.....Period 3

.....Period 4

..... Period 5

# Appendix 6: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. ***It is your child's responsibility to come to Main Reception to receive his/her medication. We are not able to remind your child but will contact you on a daily basis to confirm administration of medicine has taken place.***

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
 HEAD OF YEAR

Signature of Parent/Date .....DATE.....



Accidents & Aggressive Incident Report

Injured/assaulted person

Forenames: Tel: Surname: Age: Sex: Home address: Do they consider themselves disabled? Y/N

Employee Job Title: Contractor Company: Student Visitor Other (Specify)

Ethnic origin (tick appropriate box)

White Mixed Asian / Asian British Black / Black British Chinese / Other Ethnic Group

Incident details

Location: Date: Time: Reported To: Date: Time:

Minor (non-RIDDOR) accidents/incidents

Minor/other Near miss/Damage Treatment N/A 1st Aid Doctor Hospital

RIDDOR accidents/incidents\*

3 Day Major Fatality Hospitalised (Public) Disease Dangerous occurrence Date HSE notified: Method: Phone/email/post By whom: Incident no.:

AGGRESSIVE INCIDENT (to employees only)

Verbal abuse Threatening behaviour Physical assault Other (specify) Police involved? in addition do you consider this a racial incident?

Assailant details

Name: Tel: Address: Approx. age: Sex:

Other relevant details: (including mental capacity/physical disabilities if relevant)

Witnesses

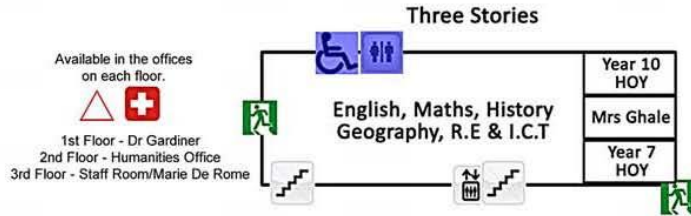
continue on separate sheet if necessary

1 Note: Accidents to the public are only RIDDOR reportable if (a) the injured person goes straight to hospital AND (b) the accident was work related; otherwise they are classed as 'Minor/Other'

2 Discuss cases of reportable "disease" or "dangerous occurrences" with the Health & Safety Team



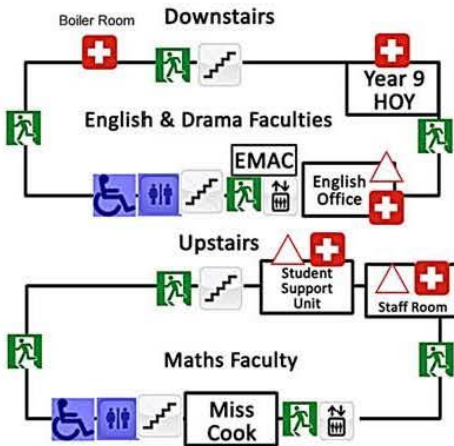
# Keith Whittlestone Building



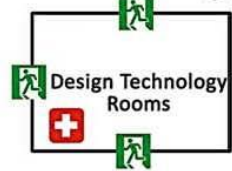
# First Aid Locations



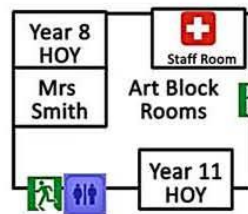
## Colin Beilby Building



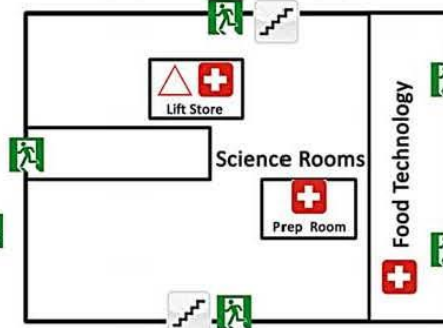
## Design Technology



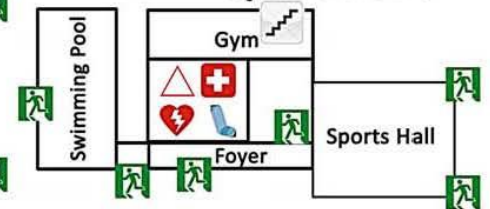
## Art Block



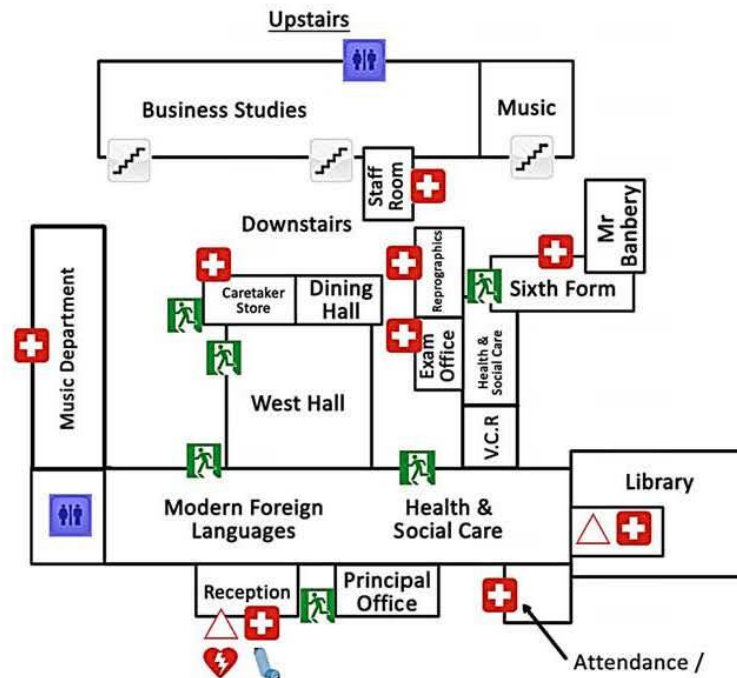
## Science Block



## P.E Department



## Main Building



## Legend

- First Aid Box
- Emergency Diabetic Box
- Defibrillator
- Emergency Inhaler

Attendance /  
Home School Liason Office