



# Sandwell Academy First Aid Policy

<b>Policy Title:</b>	First Aid
<b>Policy Reference:</b>	SA / Health and Safety
<b>Description:</b>	This document sets out how the Academy will organise and ensure quality First Aid care.
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<b>Category:</b>	Academy
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# Introduction

The First Aid procedure at Sandwell Academy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and one trained nurse, not trained doctors. The School Nurse is the first point of contact.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

## **The purpose of the Policy is therefore:**

To provide effective, safe First Aid cover for students, staff and visitors.

To ensure that all staff and students are aware of the system in place.

To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

## **First Aiders in conjunction with the school nurse will:**

Ensure that their qualification and insurance [provided by the Academy] are always up to date.

Ensure that when the school nurse is unavailable first aid cover is available throughout the working hours of the Academy week.

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services and wearing the appropriate PPE whilst treating students/staff where social distancing is not possible. See Appendix 1 of the Medical Policy

Help fellow First Aiders at an incident and provide support during the aftermath.

Act as a person who can be relied upon to help when the need arises.

Ensure that their portable first aid kits are adequately stocked and always to hand.

Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.

Ensure that a child who is sent to hospital by ambulance is either:

Accompanied in the ambulance at the request of paramedics.

Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.

Met at hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Medical Room. In the case of an accident, an Accident report must be completed by the appropriate person and given to the school nurse.

Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### **The Governing Body will:**

Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

Monitor and respond to all matters relating to the health and safety of all persons on Academy premises.

Ensure all new staff are made aware of First Aid procedures in the Academy.

### **The Academy Nurse will:**

Ensure that she always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.

At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.

Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

### **Teachers will:**

Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.

Be aware of specific medical details of individual students when publicised by Heads of Year.

Ensure that their students/tutees are aware of the procedures in operation.

Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.

Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start

emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

Telephone the school nurse to seek advice and arrange for the student to visit the medical room or the nurse to visit the student for a student who feels generally unwell or has minor injuries and the Nurse will assess and treat accordingly. If the trained Nurse is absent then the Teacher should inform reception who will contact the First Aider on duty at that time. The Student should be accompanied if necessary by a member of staff.

Ensure that they have a current medical consent form for every student that they take out on an Academy trip which indicates any specific conditions or medications of which they should be aware.

Have regard to personal safety.

### **Administration and Support Staff will:**

Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by telephone in the case of any injuries giving the specific location of the casualty.

Support the First Aiders in calling for an ambulance or contacting relatives in an emergency

THE EXECUTION OF THIS POLICY will be monitored by the Deputy Head with responsibility for medical issues.