



Appendix 1: template for local first aid procedures

These procedures for First Aid and Medical treatment at Nelson Academy form part of the Eastern Multi-Academy Trust First Aid and Medical Policy

1. First Aid Procedure

- 1.1 This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the Trust will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.
- 1.2 All organisations, including educational establishments, should ensure their procedures and arrangements reflect an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.
- 1.3 The First Aid Coordinator in conjunction with the Principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.
- 1.4 The Trust has determined that each Academy will have at least one trained Mental Health First Aider to support students. The name of the Mental Health First Aider will be added to the list of first aiders.

2. Assessment of Need

- 2.1 The First Aid Coordinator in conjunction with the Principal has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient in line with the Policy.
- 2.2 Following the assessment, it has been determined that the Academy needs a minimum of 3 full first aid qualified staff and additionally a number of appointed persons.
- 2.3 Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid provision should form part of the arrangements for offsite work and educational visits.

3. First Aid Provision

- 3.1 The First Aid Co-ordinator is Jackie Innes and is located in the front office.
A list of current first aid trained staff is held in the office and is displayed around the school. A First Aid treatment room (disabled toilet/shower room) is sited in School Hall and is available for persons who require such a facility.

4. First Aid Rooms

- 4.1 The First Aid area is in the front lobby corridor, next to Cromwell classroom, and it will;
 - be adequately stocked with first aid equipment
 - be accessible to stretchers
 - be provided with a desk, a chair and any necessary additional equipment
 - a telephone



- have washable surfaces and adequate heating, ventilation and lighting
- be kept clean, tidy, accessible and available for use at all times when staff and students are on site
- be positioned as near as possible to the point of access for transport to hospital

The designated person must check all first aid equipment is in date and stocks replenished.

4.2 The first aid room will be provided with or have ready access to the following;

- a sink with hot and cold running water
- toilet facilities
- drinking water and disposable cups
- soap and paper towels
- blankets.

5. Equipment

5.1 Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work)
- Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- A sterile eye pads
- An individually wrapped triangular bandages (preferably sterile)
- Wrapped sterile unmedicated wound dressings,
- Disposable gloves

5.2 These additional materials are also available in the main staff / disabled cloakroom:

- Aprons
- Gloves
- Resuscitate
- Wipes
- Sterile water/saline (where mains water is not available)
- Clinical waste bins/bags

5.3 Tablets and medication of any description will not be kept as part of the first aid provision. If medication is needed for pupils it will be kept in a supervised drawer or fridge as appropriate and accessed only by designated staff.

5.4 Current locations for first aid kits:

- All Classrooms
- School Office
- Emergency grab bag

5.5 A centralised stock is also available to enable the first aiders to restock the first aid boxes, as and when necessary. The stock will be held by the First Aid Coordinator to whom requests for additional supplies should be made. Each first aid kit will be checked and refilled on a regular basis and can also be replenished with supplies from the main office.

5.7 The EVC will ensure that the grab bag containing an appropriate selection of first aid equipment is available for use by educational visits leaders.

5.8 The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.



- 5.9 If a need for specific additional equipment is required check with the First Aid Coordinator prior to purchase to ensure it is in accordance with the standards and appropriate for use at the site.

6. Travelling First Aid Kits

- 6.1 Where departmental activities necessitate the need for travelling, staff should be provided with first aid equipment.
- 6.2 A properly stocked first aid kit will always be carried on the coach.
- 6.3 First Aid supplies will be provided for staff in charge of trips and visits by the First Aid Co-ordinator, who needs to be advised in advance of the trip.
- 6.4 **The trip leader must ensure that the medical notes for all children together with any required medication is taken on the trip**

7 Illness and Minor Injury

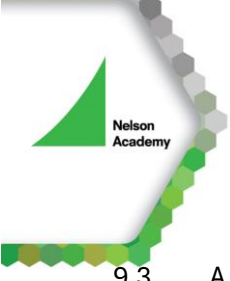
- 7.2.1 Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the academy office as soon as these are known.
- 7.2 Students must not leave lessons or their class for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send the student to the academy office who will alert a first aider for assessment and care. If the injury is serious and the student cannot walk, the teacher must contact the academy office.
- 7.3 All injuries will be attended to a suitable place or in the First Aid treatment room. If necessary, having first informed a member of the Senior Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an ill student home.

8. Emergency and Serious Injury

- 8.1 Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, a member of the senior leadership team or any member of staff attending a serious injury may call an ambulance if required. The First Aid Co-ordinator or a member of the administrative or pastoral team will contact the parents to tell them of their child's injury and whereabouts so that the parents can go to the hospital. The hospital staff will decide whether to treat the child before the parents arrive.
- 8.2 In the case of a very serious accident or injury, the Emergency Policy's procedures will be carried out. The Trust must also be informed in these circumstances.

9 Head Injuries

- 9.1 Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.
- 9.2 If the injury is minor, all head injuries should be monitored closely, and a head injury form should be completed and given to parents. Serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements).



- 9.3 A telephone call to the parent to advise of all head injuries should be made, so parents are informed and can decide whether to collect their child to monitor themselves at home, rather than remain at school for monitoring.

10. **Record Keeping**

- 10.1 The First Aiders will log all first aid treatment carried out directly onto Smart Log. A designated device will be available at break or lunch times located in the Operations Office or access to Smart Log can be made from any computer or iPad. The First Aid co-ordinator should be notified of any head injuries or incidents that require a call home.
- 10.2 Staff must make an official record of any injury, minor or major, on the Smart Log system. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to a member of SLT or the Academy Operations Manager as soon as reasonably practicable. Any such injuries that involve a trip directly from school to hospital must be reported on a RIDDOR form by the Operations Manager and will be followed by an in-depth Health and Safety investigative report.

12. **Reporting an Accident**

- 12.1 Any first aid treatment given on the Academy's premises or as part of a school related activity should be reported to and recorded on the accident report using the carbonated pad and copy sent home to parents.
- 12.2 First Aid treatment given by first aiders should be recorded in line with the Policy.
- 12.3 Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.
- 12.4 Accident Reports should be reported with precise detail containing all the required information, in the accident book, held in the main office.

13 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

- 13.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. Please refer to the Accidents and Incident Reporting Policy for more detail.
- 13.2 RIDDOR reports must be carried out by the Operations Manager with the member of staff concerned. The Operations Manager/Principal is responsible for reporting serious accidents to the Trust's governing body. Accidents are discussed at Health and Safety Committee and Academy Council meetings.
- 13.3 The First Aid Co-ordinator will provide the Principal with an analysis of the term's incidents to see if there are any problem areas.
- 13.4 Any report under RIDDOR must be communicated to the Trust as a matter of urgency.

14. **Information about Students' Medical Conditions**

- 14.1 It is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, during the first half of the Autumn term, all parents will be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.



14.2 Information from parents may be received by the Academy in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with teachers. This information should be passed immediately to the Admin Team to add to the database. A medical register will be produced at the start of every term.

14.3 The DSL must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.

14.4 The Admin Assistants will issue detailed information on medical conditions and emergency contacts to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date. Leaders can obtain copies of the declarations from the Admin Assistants.

15. **Students with Medical Needs**

15.1 Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

15.2 It is the parents' responsibility to inform the Academy about the child's medical condition and requirements. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. The Pastoral or Admin Team must alert the First Aid Co-ordinator when a student is discovered to have medical needs. The First Aid Co-ordinator will liaise specifically with the parent to obtain as much information as possible and ensure the Admin Team has the information for the MIS database.

15.3 With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. The Pastoral Team will talk in confidence to each of the child's regular teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.

15.4 Information on students' medical conditions must be made available to first aiders in the event of an incident and to emergency medical practitioners if called.

15.6 Records will be kept on file of student medical needs, parental permissions, individual health care plans and medication given as required.

16. **Emergency Procedure for Major Incidents**

16.1 In the event of an emergency or if an at-risk student/person falls ill then member of staff at the incident must;

- Call 999.
- Summon a First Aider/Pastoral Support.
- Emergency treatment should be delivered.

16.2 If 999 is called the following information must be given;

- The Academy's telephone number 01366 383824
- The Academy's address Nelson Academy, Nursery Road, Downham Market, PE38 9LA.
- Give your name.
- Name of casualty and symptoms / any known medical condition.



- Inform ambulance control of the best entrance e.g. main reception entrance.
- If an ambulance is called to the main reception, a member of SLT should be informed and a member of staff should go to the entrance to give directions to the ambulance crew.
- If the emergency services are called the parent of the casualty will be telephoned by Pastoral Support or a member of SLT or Admin Team as soon as is practicable.

17. Hygiene

- 17.1 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should wear gloves if possible disposable gloves (non-latex) when administering first aid, these can be found in every first aid box. Any spillages must be notified to the site officer who will follow the correct procedure.
- 17.2 Hands must always be washed before and after giving first aid.
- 17.3 Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box located in the disabled toilet.
- 17.4 Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible, areas should be cleaned up with absorbent powder specifically for body fluids.
- 17.5 Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.
- 17.6 Exposed cuts or abrasions should be cleaned then covered.
- 17.7 In the event of widespread viral/bacterial infections across the Academy the following actions will be taken:
- The Academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
 - The guidance materials will also be used to communicate the information to students, as well as displaying posters around the Academy site.
 - If we have a widespread virus within school, a deep clean of the classrooms will take place.