

Nelson Academy – Local First Aid Procedures – 2023-2024

These are the procedures for First Aid and Medical treatment at Nelson Academy.

1. First Aid Procedure

- 1.1 This procedure is designed to confirm how the Nelson Academy 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 Nelson Academy will have at least one trained Mental Health First Aider to support students and at least one trained Mental Health First Aider to support adults. The names of the Mental Health First Aiders 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 to meet the needs of the Academy.
- 2.2 Following the assessment, it has been determined that the Academy needs a minimum of 2 full first aid qualified staff and additionally several 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 Wilks and is in the school Office. 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 site has a room available for first aid, which will;
 - be adequately stocked with first aid equipment.
 - be accessible to stretchers.
 - be clearly sign-posted.

- be provided with a couch, a chair, and any necessary additional equipment.
- have washable surfaces and adequate heating, ventilation, and lighting.
- be kept clean, tidy, accessible, and available for use always when staff and students are on site.
- be positioned as near as possible to the point of access for transport to hospital.
- display a notice in the room advising of the names, locations, and, if appropriate telephone extensions of first aiders and how to contact them

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
- foot operated refuse containers lined with disposable yellow clinical waste bags, or a container suitable for the safe disposal of clinical waste
- 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 (Health and Safety Executive) leaflet Basic Advice on First Aid at Work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- One pair of disposable gloves

5.2 These additional materials are also available:

- Aprons
- Gloves
- Resuscitate
- Wipes
- Sterile water/saline (where mains water is not available)
- Clinical waste bins/bags
- Biohazard disposal pack.
- Eye wash stations (where assessed as needed)

- 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 locked cupboard/school office safe or fridge as appropriate and accessed only by designated staff.
- 5.4 Current Locations:
- First Aid Room in main hall
 - Corridor outside school office
- 5.5 All classrooms are issued with a grab bag containing an appropriate selection of first aid equipment. This is restocked monthly or as required.
- 5.6 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. The First Aid Coordinator will check and refill their First Aid boxes on a regular basis and order supplies that are required.
- 5.7 The First Aid Coordinator also holds a grab bag containing an appropriate selection of first aid equipment 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 Managers who identify a need for specific additional equipment should seek approval from the First Aid Coordinator prior to purchase to ensure it is in accord 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. The following items are considered suitable provisions.
- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
 - Six individually wrapped sterile adhesive dressings.
 - One large sterile unmedicated dressing – approximately 18cm x 18cm
 - Two triangular bandages
 - Two safety pins
 - Individually wrapped moist cleansing wipes
 - One pair of disposable gloves
- 6.2 A properly stocked first aid kit will always be carried in the minibuses.
- 6.3 First Aid supplies will be provided for staff in charge of trips and visits by the First Aid Coordinator, 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 Defibrillator

- 7.1 The academy has its own defibrillator (AED) situated in the school office. Also, there are the following situated at Methodist Church, The Hollies Doctor's Surgery and Morrisons all on Paradise Road, Downham Market.
- 7.2 No specific training is needed to use a defibrillator – the instructions are clear and must be followed carefully.

8 Illness and Minor Injury

- 8.1 Parents become responsible for their child if the pupil is unwell or injured. To contact parents quickly, it is essential that changes of address or phone number are passed to the Student Support Department as soon as these are known.
- 8.2 Students must not leave classes 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 School Office who will alert First Aid for assessment and care. If the injury is serious and the student cannot walk, the teacher must contact either School Office on 201 or 202 or the First Aid Co-ordinator on 201 for assistance. In the First Aid Co-ordinator's absence, another First Aider will be responsible for calls to 202 office staff may contact other available First Aiders.
- 8.3 All injuries will be attended to in the First Aid treatment room/school office. If necessary, having first informed a member of the Senior Management/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.

9 Emergency and Serious Injury

- 9.1 Normally only the First Aiders/office staff 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 severe 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.
- 9.2 In the case of a serious accident or injury, the Emergency Policy's procedures will be carried out. Eastern Multi Academy Trust must also be informed in these circumstances.

10 Head Injuries

- 10.1 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.
- 10.2 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).

11 Record keeping

- 11.1 For accidents/injuries, the First Aider will make an entry in the Accident Book. Each classroom has their own accidents books and may be accessed by any member of staff at any time of day or night. All books are sent to the school office when they are full and kept in the stationary cupboard as a record.
- 11.2 Staff must make an official record of any injury, minor or major, in the Accident Book which is kept in each classroom. Any serious injuries such as broken limbs, dislocations, and lacerations by contaminated material, must be reported to School office and they will be given a school's incident report form for compilation.

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 an incident report form.
- 12.2 First Aid treatment given by first aiders should be recorded in line with these procedures.
- 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 Incident Report forms are available from Linda Mahoney (Operations Officer) and should be filled in with precise detail containing all the required information.

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 Principal or Operations Officer with the member of staff concerned. The 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. This information will also be given to the relevant Head(s) of Department.
- 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 several 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 Student Support to add to the database. A medical register will be produced at the start of every term by Lisa Jack SEND in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the Academy has a completed sheet for their child).
- 14.3 The DSL (Designated Safeguarding Lead) must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.
- 14.4 The Student Support team 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 Student Support Team.
- 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 effectively 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 be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. The Student Support 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 Student Support Team have updated all information on to Pupil Asset.
- 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 Student Support 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.

- 15.5 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
- 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: Nursery Road, Downham Market, Norfolk PE38 9PF
- 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, Jackie Wilks/Linda Mahoney 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 Student Support or a member of school office 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 use disposable gloves (non-latex) when administering first aid, these can be found in every first aid box. Any spillages must be notified to the school office 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.

- 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 each classroom). This should also go in a yellow bag and disposed of. 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 always be 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, Dojo, 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.

Mental Health First Aider (specify for pupils or adults)

Gemma Sykes – Pupils	Sarah May - Pupils	
Carroline Shelbourne – Pupils	Avril Varga - Adults	

- 1 *Training for First Aiders/Appointed persons should be provided by a HSE accredited provider.*
- 2 *A register of First Aiders/Appointed persons and their training history should be maintained by Line Managers and refresher training should be offered before certification expires.*
- 3 *Training for Paediatric First Aid is not approved by the HSE but may be included if first aid assessment identifies this and/or this meets OFSTED requirements.*
- 4 *Mental Health First Aiders should be appropriately trained and certificated and attend refreshers, as necessary. Records of certificates should also be maintained at the academy.*

Your First aiders at Nelson Academy September 23 to July 23 are:

Name	Type of Training	Date Comp	Date Expires	Trainer
Ali Cupit	First Aid at Work 3-day Full	10/06/2021	09/06/2024	P & K Training
Amanda Hattigan	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Maria Braun	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Kirsty Carman	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Sarah May	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Nicola Liles	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Lisa Limbert	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Carole Armstrong	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Nicky Rosier	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Kerri-Ann Clegg	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Marion McDonald	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Tom Mayes	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Kelly Clarke	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Marie Veal	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Caroline Shelbourne	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Katrina Boyes	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Jackie Wilks	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Julie Crane	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Kim Plummer	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Karla Short	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Nina Galley	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Lorraine Hearmon	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Amanda Tasker	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Tracey Sharpe	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Debbie James	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Samantha Jefferies	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Charlotte Knapp	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Julia Barnes	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Karen Clark	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Clare Kyn	Full Paediatric & EFAW	01/09/2022	31/08/2025	Tigerlily
Michelle Barber	Paediatric & Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Rachel King	Paediatric & Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Samantha Smith	Paediatric & Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Michelle Whiting	Paediatric & Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Vicki Gallagher	Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Helen Richardson	Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Michelle Smith	Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd
Ligita Wilson	Emergency First Aid	07/07/2023	06/07/2026	Aid Training & Operations Ltd

Location of first aid kits

Front Office Area/All Classrooms