

FIRST AID POLICY

This policy states the overall expectations that the trust places on all the schools within Coast Academies. All schools are expected to have further internal operational procedures that comply with the trust policy. These school level internal procedures are also monitored and reviewed at trust level.

Please see Medical Policy for details on administering medicines and Individual Health Care Plans.

The Policy follows the guidance provided in the DFE 2014 document 'Guidance on First Aid in Schools'.

Policy Statement

- Coast Academies undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements, as far as is reasonably practicable, to children and others who may also be affected by our activities.
- Responsibility for first aid at Coast Academies is held by the Headteacher or Head of School.
- The assessment of first aid needs is carried out in line with the 2014 DFE recommendations.
- All staff have a statutory obligation to follow and co-operate with the requirements of this policy.
- An Appointed Person will be clearly identified in each Coast Academies school.
- Where permissions and requirements are met for children, pain relief, as appropriate, should be considered. See Medical Policy for more details.
- Gloves should always be worn when treating a casualty.

Aims and Objectives

Our First Aid Policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for each school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

The Headteacher or Head of School will ensure that appropriate numbers of Appointed Persons, school first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

The "Appointed Person"

- Takes charge when someone is significantly injured or becomes ill.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Appointed Persons are not necessarily first aiders and should not provide any first aid for which they have not been trained.
- Communicates closely with senior members of staff during any incident.
- Liaises with first aiders and the Admin Team to ensure that internal and external first aid records are made when appropriate.

First Aid Non-Emergencies – Sequence of Events

In the event of a minor accident, injury or illness, where moving the child would not lead to further injury, follow these steps:

- Send the child with a friend to the closest available first aider.
- The first aider will assess the person and administer appropriate first aid.
- The first aider will complete the required record keeping

First Aid Emergencies – Sequence of Events

In the event of a significant accident, injury or illness (for example, a suspected fracture or a deep wound), follow these steps:

- Do not move the casualty unless they are in danger or are clearly able to walk themselves. Ask an available adult to fetch the nearest available first aider and the appointed person.
- The first aider will take charge of the first aid emergency treatment commensurate with their training.
- The appointed person will take charge of the situation.
- Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.
- If an ambulance is required, they should stay with the child while the appointed person calls for an ambulance.

The appointed person will always call an ambulance in the event of a serious injury or condition. Examples include:

- A significant head injury resulting in significant deep cut or impact to head or loss of consciousness.
- Whenever there is a possibility of a significant fracture such as the leg or upper arm of if the fracture is more complex/significant, e.g., open fracture or suspected lack of blood flow beyond point of injury.
- Where a person's breathing is compromised.
- Where a cut continues to bleed over a protracted period.

In some less serious situations consideration could be given to contacting NHS 111.

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. Text messages should also be used on each occasion. We text *and* phone.

In the event that parents or carers cannot be contacted, and a message has been left, the policy will be to continue to attempt to make contact with the parents every 30 minutes. In the interim, we will ensure that the qualified first aider, Appointed Person or another member of staff remains with the child until the parents/carers can be contacted and arrive at the school (as required).

In the event of a child being collected from school, the child should be collected by the parent/carer from the front office. The child's belongings should be delivered to the front office.

In the event that the child requires hospital treatment and the parents/carers cannot be contacted prior to attendance, the qualified first aider/Appointed Person/another member of staff will accompany the child to hospital and remain with them until the parents/carers can be contacted and arrive at the hospital.

Consideration should be given to continuing support for the situation even when the parent has arrived. For example, providing a staff member to travel to hospital together with the parent, should the situation require this.

First Aid Out of School on Trips or Residential Visits

In the event of children needing first aid on school trips:

- All staff have access to first aid packs and have mobile phones with them.
- A qualified first aider must be available.
- For any significant situations, the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- Any accident or incident is reported back to school and recorded in the usual way.
- If a child needs to go to hospital, a member of staff should accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.

Residential Specific:

- All first aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are not to be administered to any child without written signed consent, stating dose and frequency. (See Medical Policy).