

## **BRAUNTON ACADEMY**

### **FIRST AID POLICY**

#### **1. PHILOSOPHY**

The Trustees accept responsibility for local arrangements to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the first aid of other people who may be affected by our activities; and aim to ensure that staff and students work collectively to secure a safe environment and procedures.

The allocation of duties for first aid and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the Senior Leadership Team.

#### **2. PRINCIPLES**

2.1 The Principal is responsible:

- (a) for ensuring that this policy works, is understood by all staff and is revised annually;
- (b) for ensuring that this policy is monitored as required by the Governing Body;
- (c) after discussion with the appropriate member of staff to decide whether amendments need to be made.
- (d) for training.

#### **3. PRACTICE**

Delegation of Responsibility

3.1 The Senior Leadership Team (SLT) will line manage relevant middle managers to ensure that the policy is carried out.

- 3.2 The appointed person will give help to casualties with common complaints and illnesses and those arising from specific hazards at school and, when necessary, ensure that an ambulance and/or other professional help is called and that the SLT are informed. In the absence of the appointed person another qualified First Aider nominated by the Estate Manager will take responsibility for enlisting professional help.
- 3.3 All First Aiders must contact parents/carers when a child sustains an accidental injury, i.e. caused during sports or play. In addition, First Aiders must contact parents/carers in the case of a medical condition where there is any uncertainty about the correct course of action, or where professional medical treatment may be required.
- 3.4 The appointed person will have overall responsibility for ordering and re-stocking First Aid supplies. See Annex.
- 3.5 The appointed person will have overall responsibility for the supervision of prescribed medicines.

Prescribed medicines should only be brought into school when essential. If medication is brought into school it must be handed in at the main school reception or to the school's Appointed First Aider. Medication must be in its original container with the prescription clearly marked on the front by the pharmacist and the prescribed instructions for administration. A parental consent form must be completed and signed by the parent/carer before any medicines are administered.

Non-prescription medication, including Paracetamol, will not be available from school. However, if parents wish to have analgesics provided for their child, a parental consent form must be completed before they are handed into school and administered. Again, these medicines must be in the original container in which they were purchased, marked with the child's name, and handed to the Appointed First Aider for secure storage.

**THE SCHOOL CANNOT ACCEPT ANY MEDICATION THAT IS NOT IN ITS ORIGINAL CONTAINER. STUDENTS MUST NOT CARRY MEDICATION IN THEIR BAGS.**

- 3.6 The Estate Manager will ensure that commercial lettings make adequate insurance arrangements and First Aid cover.
- 3.7 In the event of school-based activities – parent's evenings, discos etc. the leader of the activity will address the issues identified above.
- 3.8 In the event of out of school activities the trips co-ordinator will obtain a travelling First Aid pack from the appointed person and ensure adequate provision.
- 3.9 The appointed person will produce a monthly Accident Report Analysis for analysis by the Estate Manager, who will act upon any highlighted adverse trends.

- 4.0 Each Head of Department will be responsible for identifying hazards, dangerous tools and machinery and for making an assessment of need for Health and Safety and First Aid within their own department.
- 4.1 The Estate Manager will be responsible for the co-ordination of training of staff including lunchtime supervisors and liaise with the other members of the team when necessary.
- 4.2 The Co-ordinator for PSHE will have overall responsibility for the development of a First Aid perspective among the student population. This will be developed through the PSHE programme and managed by Heads of House.
- 4.3 The DALN will ensure that all special needs, health needs and disabilities are clearly documented, reviewed regularly and distributed to appropriate personnel.
- 4.4 The School's Catering Manager will ensure that all agreed procedures are known and carried out in line with Braunton Academy's First Aid Policy.
- 4.5 The Estate Manager will ensure that the location of equipment and First Aid personnel etc. are clearly signposted.
- 4.6 The school has seven members of staff who are qualified to HSE First Aid at Work standard. This ensures that the recommended ratio of one First Aider : 100 students is adhered to.
- 4.7 Staff who are First Aid at Work trained receive training in the use of the School Defibrillator. The Academy has two Defibrillator's in the following locations:  
Principal's lobby area.  
AGP Code is C159X  
See Appendix 2 attached for Defibrillator Procedures.
- 4.8 Regular yearly update courses are arranged for staff who are qualified to the First Aid at Work and Emergency First Aid standard to ensure relevant skills are kept up to date.
- 4.9 Physical Education staff, must attend a one day Emergency First Aid course every three years, with refresher training when required.
- 4.10 There are emergency first-aid trained staff in the following Departments:
- Catering
  - Expressive Arts
  - Physical Education
  - Science
  - Technology
  - Admin staff
  - English
  - Maths

## **5. ARRANGEMENTS**

5.1 Ambulances should be called where the prospect of moving a child/adult following an accident may cause additional harm. In this event, the casualty should be made comfortable and supervised whilst awaiting the arrival of an ambulance.

In the case of a child having to be supervised in an ambulance, a member of the school staff should accompany the child in the absence of a parent/carer.

The Appointed First Aider has the authority to contact the parent/carer to arrange collection of students who are unwell.

Immediate First Aid – plasters etc. will be administered within Departments. Further action will be referred to the appointed First Aider.

Students requiring First Aid should report to the Appointed First Aider, or in her absence to the House Office, who should record the name of the child, the condition and treatment given. This information should be communicated to the Appointed First Aider for the school's records.

Apart from specific responsibilities identified above it is the individual responsibility of all staff to ensure, so far as is reasonably practicable, the safety of themselves and the students in their care.

### **First Aid Incident Trend Analysis:**

A First Aid Incident Trend Analysis spreadsheet will be submitted by the Appointed First Aider to the Estate Manager monthly.

The Estate Manager and Company Secretary will ensure that this Spreadsheet is made available to the Governors' Finance, Estates & Audit Portfolio at each meeting.

### **Care of First Aiders:**

Following a serious and/or potentially upsetting accident or incident, the First Aider in charge will report to the Estate Manager and be allowed a period of rest and recuperation. Counselling will be made available if required.



## FIRST AID / SICKNESS PROTOCOL FOR STUDENTS

The following is a protocol for the management of students who become sick or unwell during the school day:-

1. First Aid Treatment should be administered by the Appointed First Aider or a person qualified in First Aid in his/her absence.
2. Where students need to go home, the First Aider will contact the parent/carer to ask them to collect their child. The child must sit in the office adjoining the Appointed First Aider's Room and wait until their parent/carer arrives at school.
3. When the parent/carer arrives in Reception, the Receptionist will telephone the Appointed First Aider, who will send the child to the House Office to sign out. The child then meets their parent/carer in Reception.

The above protocol is particularly important for students who feel nauseous, to ensure that they are supervised by a First Aider and have access to nearby toilet facilities.



## PROCEDURE FOR DEFIBRILLATOR USE IN SCHOOL

### **IMPORTANT: In the event of a suspected Cardiac Arrest:**

1. A member of staff should send for help, or if alone, go for help and ask for an ambulance to be called. (Reception should be the first port of call). Ensure that the Defibrillator is brought to where the casualty is.
2. If you are the only person present, you can use the Defibrillator yourself. Open the Defibrillator lid and follow the verbal instructions, **do not wait until a First Aid at Work trained member of staff arrives** - they will be with you ASAP and will take over.
3. **It is not possible for an untrained person to harm the casualty – the machine will not work on someone whose heart is working normally, only when it is not.**