



**The Park Federation Academy Trust
The Godolphin Junior Academy**

First Aid Policy

Approval

Approved by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	September 2016
Date of review	September 2018

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Contents

1	Introduction	4
2	Arrangements for First Aid	4
3	Procedures for First Aid	5
4	Reassessment of First Aid Provision	7
5	Appendix A: List of Designated First Aiders	8
6	Appendix B: HSE Recommendation on First Aid Kits Appendix C: List of Staff trained on using Defibrillator	9

Section 1: Introduction

The Godolphin Junior Academy (TGJA) accept its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE).

TGJA's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Section 2: Arrangements for First Aid

TGJA will have designated first-aiders who are responsible for administering First Aid at the academy. A first-aider is someone who has done training appropriate to the level of need as identified by the academy.

A list of all first-aiders will be prominently displayed in locations around the building. All lunchtime First Aiders will wear high visibility bids.

The main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance is called.

The school will provide materials, equipment and facilities as set out in the DfE's '*Guidance on First Aid for schools*'.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At TGJA, this room will be referred to as the **Medical Room**.

The location of First Aid kits at TGJA will be:

- The Medical Room
- The Café
- Hall
- Reception
- Year 5/6 Building
- Site Controller's Office (Yr 4 Corridor)
- Acorn Room/Music Room

All First Aid kits must be marked with a white cross on a green background.

Defibrillator is located in the Medical Room

Ambulance wheelchairs are located in the Year 4 Corridor and Site Controller's Office

The persons responsible for checking the contents of First Aid kits and restocking them as soon as possible after use is **Mrs. Denise O'Brien – Welfare Officer**

All staff will be informed of the First Aid arrangements through this policy, and training as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

Section 3: Procedures for First Aid

A designated First Aider **must be consulted** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Stings: bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a designated First Aider **must be consulted** to treat pupils who are known to have a specific illness e.g. diabetics/pupils known to have allergic reactions/pupils with epinephrine in school - irrespective of the type of illness or injury sustained. **On no account must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

Major Injuries/Serious Illness

In the event of **major injury or where a child has a specific illness**, a designated First Aider should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury/illness require medical assistance (e.g. ambulance, hospital visit), a member of the office staff and the Principal should be contacted immediately. In an emergency, an ambulance should be called without delay.

Minor Injuries/Illness

Incidents of minor injury or illness during the day should be treated as follows:

- **Lesson times:** children may be sent to the Medical Room for an assessment of the severity of any illness or injury and appropriate action will be taken.
- **Playtimes:** children may be brought to the Medical Room for treatment.
- **Lunchtimes:** The Lunchtime Supervisor is responsible for First Aid and may contact other First Aiders for support.

For all instances where a child has suffered an injury other than minor cuts/grazes, a telephone call should be made to the child's parent/carer. Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Principal or, in her absence, by a senior member of staff.

In the event of minor injury, the class teacher must be informed so that they can liaise with parents/guardians at the end of the school day. Additionally, a copy of any record made in the First Aid book should be sent home (see below).

Reporting of Incidents

All incidents requiring First Aid (whether minor or major) must be recorded in the First Aid book. This is situated in the Medical Room.

Hygiene Procedures

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water.
- Ensure that you wash your hands.
- Dispose of any blood stained waste in a plastic bag and put in the covered waste bin in the Medical room.

Staff **must** wear disposable gloves when toileting or dealing with blood or body fluids. Wherever a first aid kit is kept, there should also be access to disposable gloves, disposable aprons, body wipes and anti-bacterial spray.

Class Medical List

Every class must have a Class Medical List and a list of pupils with specific dietary requirements.

It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill. Kitchen staff /Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

Section 4: Reassessment of First Aid provision

The Principal/Executive Principal, Chief Operating Officer and Academy Council should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

Appendix A: List of Designated First Aiders at TGJA

Forename	Surname	Date Passed	Renewal Date
Samina	Ahsan	25-Mar-14	25-Mar-17
Oliver	Thompson	06-Jun-14	05-Jun-17
Denise	O'Brien	01-July-14	30-Jun-17
Riccardo	Cannon	11-Nov- 14	10-Nov-17
Claudia	Balague	06-Nov-15	05-Nov-18
Naila	Hassan	06-Nov-15	05-Nov-18
Nicola	Iqbal	06-Nov-15	05-Nov-18
Safiya	Afridi	06-Nov-15	05-Nov-18
Ameena	Firyad	06-Nov-15	05-Nov-18
Jasmin	Suwan	06-Nov-15	05-Nov-18
Agnieszka	Fiedziuk	06-Nov-15	05-Nov-18
Jeannette	Ring	06-Nov-15	05-Nov-18
Naeema	Hussain	06-Nov-15	05-Nov-18
Pam	Toor	06-Nov-15	05-Nov-18
Paul	Richardson	06-Nov-15	05-Nov-18

Appendix B: HSE Recommendation on First Aid kits

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

Appendix C: List of Staff trained on using Defibrillator

Forename	Surname	Date Passed	Renewal Date
Safiya	Afridi	12-Feb-2016	11-Feb-2017
Claudia	Balague	12-Feb-2016	11-Feb-2017
Riccardo	Cannon	12-Feb-2016	11-Feb-2017
Hassan	Naila	12-Feb-2016	11-Feb-2017
Nicola	Iqbal	12-Feb-2016	11-Feb-2017
Paul	Richardson	12-Feb-2016	11-Feb-2017
Jeannette	Ring	12-Feb-2016	11-Feb-2017
Jasmin	Suwan	12-Feb-2016	11-Feb-2017
Pam	Toor	12-Feb-2016	11-Feb-2017