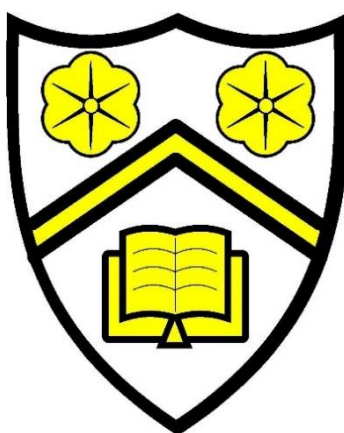


Whitehill Community Academy

First Aid Policy *2022-2023*



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
Naomi Kemp	January 2016	January 2017
Naomi Kemp	January 2017	January 2018
Naomi Kemp	June 2017	June 2018
Naomi Kemp	May 2018	May 2019
Jacqueline Roche	January 2020	Annually
Jacqueline Roche	January 2021	Annually
J Roche	November 2021	Annually
J Roche	October 2022	Annually

Whitehill Community Academy

First Aid Policy

“Opening minds, unlocking potential, celebrating success together”

Whitehill is committed to enabling children to be **Ready** for a journey of lifelong learning, through an exciting, challenging and engaging school experience; developing **Respectful** children who embrace diversity and individuality; becoming **Responsible** members of society and being a positive influence on future generations.

First aid treatment is required daily throughout the academy. Currently, 22 staff members are trained in Paediatric First Aid. This qualification is maintained by the Academy, who provide in-house training when required. Only staff who have been trained to provide first aid are authorised to treat injuries sustained by pupils, staff or visitors.

All staff are responsible for ensuring that the following procedures are followed:

First Aiders

- Provide first aid to pupils and staff where necessary.
- Use the Evolve Accident book to log incidents and inform parents.
- For head injuries or more serious injuries, contact parents directly.
- Report any issues such as infectious diseases /re-occurring accidents to the Health and Safety Manager / SLT.
- Keep all first aid kits stocked and up-to-date.

Head of Inclusion

- Report concerns e.g. infectious diseases or re-occurring accidents to Principal.
- Communicate medical needs to all relevant staff via Evolve, class folders and posters.
- Write and share Health Care Plans for pupils with severe medical needs.
- Report serious incidents to the HSE.
- Analyse reports from Evolve and report findings to staff, SLT and Governors.

Senior Leadership Team

- Seek advice from Gary Laird / Environmental Health regarding serious concerns such as infectious illnesses.
- Share necessary information with parents.
- Make necessary adjustments to practise to prevent illness or injury.

First aid procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Headteacher or if not available a member of the Senior Leadership Team will contact parents immediately.
- The relevant member of staff will complete an accident report form (via Evolve) on the same day or as soon as is reasonably practical after an incident resulting in an injury

Minor Injuries

Injuries such as cuts and grazes, nose bleeds, small bruises, headaches, coughs and colds should all be dealt with by a first aid trained member of staff. There is one first aid trained member of staff assigned to each year group, with additional trained staff throughout school. An online accident report should be completed every time first aid is given, by the person who provided the first aid.

More Serious Injuries

Any head injuries, serious bumps or extensive bruising should be communicated with parents as soon as possible. An online accident report should still be completed.

First Aid Kits

In the KS1 and KS2 disabled toilet, there is a store of first aid equipment. This is accessible for all first aid trained staff. It is the responsibility of all first aid trained staff to report low stock to a member of the admin team so that more can be ordered. Nursery hold their own first aid kit which is replenished from the KS1 central store.

Reporting of Serious Injuries

If an injury sustained at the academy requires hospital treatment or results in serious long term illness, this should be reported to the Health and Safety Executive. Please refer anything of this nature to the Principal / Head of Inclusion.

Educational Visits

A first aid kit should be taken on all school trips. A first aid trained member of staff should also be present on all school visits. Any medication and / or Health Care Plans should be taken for pupils with medical issues, and a contact number for the school should be available. A paper accident book should be taken so that accidents can be logged online when the first aider returns to school / has access to a device.

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- No medication is kept in first aid kits.

First aid kits are stored in:

- The Key Stage One First Aid Room
- The Key Stage Two First Aid Room

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the Designated Safeguarding Lead annually. At every review, the policy will be approved by the full governing board.

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

NHS guidance for school

It can be tricky deciding whether or not to keep your child off school or nursery when they are unwell.

We follow the government guidelines for schools and nurseries about managing specific infectious diseases. The guidance states when children should be kept off school and when they shouldn't. See link for further information <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>