



# First Aid Policy

**Woodcroft Academy**

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Date	Section Amended	Signature
06/11/2019	Front cover changed	

Woodcroft Academy			
Position	Signed	Print	Date
Chair of Governors			
Principal			
Health & Safety Governor			

## **Policy**

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## 1. Introduction

### 1.1 Statement of Intent

The St. Bart's Multi Academy Trust (SBMAT) along with Woodcroft First is committed to protecting the health, safety and welfare of all employees and others affected by its work.

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our First Aid Policy ensures that we have in place effective procedures to enable us to achieve this aim.

### 1.2 The Law

SBMAT and Woodcroft First accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors.

The academy will follow their own procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Guidance can also be found from the DFE at:

<https://www.gov.uk/government/publications/first-aid-in-schools>

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

## 2. Responsibilities

### 2.1 The Principal will:

- Ensure there are sufficient trained staff in First Aid and Paediatric First Aid.
- Any additional training requirements are met (e.g. Epi-Pen).
- Ensure that a nominated person (NP) is appointed to manage the first aid provisions in the academy.
- Ensure sufficient funds are allocated to replenish supplies when required.

### 2.2 The Nominated Person will:

- Ensure that all provisions are checked regularly and replenished when required.
- Ensure orders are placed for replacement items before the current stock is depleted entirely.
- Identify the need for any additional provisions to be sought and liaise with the Principal regarding these.

### 2.3 First Aiders will:

- Provide attention to individuals as required.
- If the situation requires further medical intervention, arrange for the Ambulance Service to be called and stay with the patient until they arrive.
- Ensure parents are to be informed of a head injury.
- All incidents are recorded.
- Raise any concerns regarding lack of provisions.
- Attend refresher training when required.

### 2.4 All Staff will:

- Assist with the implementation of this policy.

## 3. First Aiders

The following staff members are trained in the following areas:

Name	Position	First Aid Level
Ricky Bridge	Class Teacher	Paediatric – 12 hour
Jennifer Sharman	EYFS Teacher	Paediatric – 12 hour
Glenys Lockett	Teaching Assistant	Paediatric – 6 hour & 12 hour
Sonia Johnson	Teaching Assistant	Paediatric – 12 hour
Sue Mellor	Lunchtime Supervisor	Paediatric – 12 hour
Beverley Bible	Office Administrator	Paediatric – 12 hour
Hannah Hammersley	EYFS Teacher	Paediatric – 12 hour
Emily Traini	Treehouse Play Leader	Paediatric – 12 hour
Kate Woolliscroft	Treehouse Play Worker	Paediatric – 12 hour
Katie Phillips	Class Teacher	Paediatric – 12 hour
Natalie Whitehurst	Teaching Assistant	Paediatric – 12 hour
Adele Warrington	Teaching Assistant	Paediatric – 12 hour
Dave Suddaby	Class Teacher	Emergency First Aid Training
Julie Moss	Teaching Assistant	Paediatric – 12 hour

## 4. Storing and Administering Medication

All medication should be securely stored in a locked cabinet which is located in the school office. Medication that requires to be stored in a fridge will be kept in the Head's office. Staff will ensure that medication is only accessible to those it is prescribed to.

All staff administering medication have to complete the form stored with the medication that details what has been given, how much, to whom and any reactions/comments and witnessed.

All prescribed medication must have a consent form completed by the parent or guardian of the pupil. Medication must be sent home when it is no longer required, if any medication is not collected then it should be disposed of safely at a local pharmacy.

Any medication brought in for pupils must be in its original container with clear instruction labels identifiable and stored in accordance with the instructions given.

## 5. Healthcare Plans

Any pupils that have specific needs and requirements will have their own personal plan implemented. This will advise what the specific issues are, the signs and symptoms and what to do when they are identified.

These plans will be easily accessible and kept in the school office in a grab file with all medications, children with care plans have their name and photo inside each of their classrooms. Treehouse (before and after school club) also have copies and access to medications at all times.

The head of school is responsible for ensuring that these plans are reviewed and updated when required.

## 6. Provisions

First Aid kits are located in the following areas, school office. It is the responsibility of Mrs Joanne Lockett (Office Manager) to check all kits and re-stock them when required.

The HSE recommend that where there is no special risk identified, a minimum provision of first-aid items would be:

- 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.

For off site activities we have travel kits (green bumbags) which are solely for this use.

There should be adequate procedures in place for the safe removal of any medical waste produced by the academy.

Staff responsible for cleaning up any spillages should be provided with adequate resources to do this safely and effectively. The following items should be provided for use:

- Disposable Gloves
- Disposable Aprons
- Body Spill Absorbent Granules
- Disposable Bags
- Face Mask
- Goggles
- Scoop and Scraper

## 7. Accident Reporting

We recognise that certain incidents will require reporting due to our statutory obligations under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The accident book is located in school office.

Information from the Health and Safety Executive on RIDDOR for schools is accessible from: <http://www.hse.gov.uk/pubns/edis1.pdf>

The academy has the following procedures for the reporting of accidents:

Both the circumstances of the accident and the severity of the injury will determine what further reporting is necessary.

- a) **MINOR INJURIES:**  
(E.g. cuts and grazes, bruises etc requiring no more than basic first aid).

### **Action:**

1. **Pupils** – Enter into ‘minor’ accident book (located in KS2 entrance area)
2. **Employees** - Complete form in the Accident reporting book (BL 510- located in school office)
3. **Contractors/Public/Visitor** - Complete form in the Accident reporting book (BL 5610 - located in school office)

- b) **SIGNIFICANT INJURIES:**  
(E.g. Death, major injury, taken to hospital from site)

For **employees** either,

1. Injuries requiring more than first aid, or
2. Injuries arising from poor health and safety management / premises or

equipment defects.

For **pupils** either,

1. Injuries requiring hospital treatment, or
2. Injuries requiring time off.

**Action:**

1. **Pupils** – Enter into ‘minor’ accident book (located in KS2 entrance area). Senior Leadership to complete HSF 40? form and immediately contact Health, Safety & Wellbeing Service 01785 355777
2. **Employees** – Senior Leadership complete HSF 40? AND Immediately contact Health, Safety & Wellbeing Service 01785 355777
3. **Contractors/Public/Visitors** – Senior Leadership complete HSF 40? AND Immediately contact Health, Safety & Wellbeing Service 01785 355777

## 8. Transportation to Hospital

Where there may be a requirement for the ambulance service to transport a staff member, pupil or visitor to hospital, a staff member should accompany them to hospital until relatives can make their way to hospital.

Arrangements should be made for the staff member to then be collected from the hospital and returned to the school.



### 9. Administration Chart Example

DATE	PERSON ADMINISTERING	PARENTAL CONSENT CHECKED	TIME	MEDICINE GIVEN	MEDICINE IN DATE	DOSAGE GIVEN	SECONDARY STAFF CHECK SIGNATURE	REACTIONS	ADMINISTERS SIGNATURE
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO	
NOTES									
DATE	PERSON ADMINISTERING	PARENTAL CONSENT CHECKED	TIME	MEDICINE GIVEN	MEDICINE IN DATE	DOSAGE GIVEN	SECONDARY STAFF CHECK SIGNATURE	REACTIONS	ADMINISTERS SIGNATURE
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