

## The Globe Primary Academy First Aid Policy

### GENERAL STATEMENT:

The Governors and Head Teacher (Executive Headteacher and Head of School) of The Globe Primary Academy 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 within the Academy.

The Governors are committed to the legal procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995, amended in April 2012.

The provision of First Aid within the Academy will be in accordance with the legal guidance on First Aid in Academy.

Signed \_\_\_\_\_  
(Headteacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Chairperson of the Governing Body)

### OBJECTIVES:

The Globe Primary Academy will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### AIMS:

- To administer first aid to pupils when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a paediatric First Aid Certificate.
- To refresh the training on a regular basis.

### IMPLEMENTATION:

A sufficient number of staff members, (whose names are displayed on the first aid room notice board) have been trained to a First Aid Certificate, and with up-to-date CPR qualifications. SLT (School Business Manager) are the people responsible for the First Aid co-ordination.

A first aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid areas.

First aid kits will be available in each building of the Academy. These will be maintained by Miss Gemma Casey. Kits will also be made available for external visits, based on the risk assessment for the visit.

A supply of medications for pupils will be available in a locked drawer in the Academy's First Aid Room. It is not seen to be a general action to medicate the pupils. There is suitable paperwork to be signed prior to any medication being applied.

Adopted: Jan 2020

Review: Jan 2021

The first aid duties will be organised to suit the Academy's needs. One staff member will be nominated daily for treatment of minor injuries during break and lunch times. A year group first aider will treat pupils throughout the school day.

All injuries or illnesses that occur during class time will be referred to the Year Group Leader, who will manage the incident. All injuries or illnesses that occur during morning break or lunch break, will be referred to the member of staff on duty in the first aid room.

A confidential up-to-date register located in the first aid areas will be kept of all injuries or illnesses experienced by pupils that require first aid. This should be data protected. The staff accident book should be accessible to all staff. This is kept in the main school office and is data protected.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff. These gloves should be LATEX FREE, where practicable to do so. The aim is to protect the casualty from latex reactions compromising the casualty's recovery.

Minor injuries only will be treated by staff members on duty, while more serious injuries - including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.

Any pupil with injuries involving blood must have the wound covered at all times.

No medication, including headache tablets, will be administered to pupils without the express written permission of parents or guardians.

No medication may be shared between staff, visitors or others who are on site. Medication is the individual's responsibility when on site.

Parents of all pupils who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.

Any pupil who is collected from the Academy by parents/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on DE&T Accident/Injury Form LE375. - Academy Trust online Health and Safety Accident Form.

Parents of an ill pupil will be contacted to take the pupil home following the authorisation by a member of the Senior Leadership Team.

Parents who collect a pupil from the Academy for any reason (other than emergency) must sign the pupil out of the Academy in a register maintained in the Academy office.

All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

All Academy residential trips and educational visits will have at least one Paediatric first aid trained staff member at all times.

A comprehensive first aid kit will accompany residential trips and educational visits, including a mobile phone.

All pupils attending educational visits or off site activities will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, will be kept at the Academy, for reference and compliance. This information will be data protected in a secure place by the trip leader.

All pupils, especially those with the documented asthma management plan, will have access to an inhaler and a spacer at all times.

The academy bursar is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

At the start of each academic year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the Academy to manage first aid, illnesses and medications throughout the year.

General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

**This policy will be reviewed annually.**