DJANOGLY CITY ACADEMY

First Aid Policy

2024-2026

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Introduction

Djanogly City Academy is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education (DfE), the Education Service Advisory Committee and the Local Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, scholars and visitors.

Aims and Objectives

- To ensure that the health, safety and welfare of all members of our community are of paramount importance.
- To ensure that all staff are aware of their own responsibilities regarding the promotion of a safe and mindful environment.
- To ensure that all staff are aware of who the designated first aiders are within the academy.
- To ensure that all staff are aware of the procedures in reporting incidents, accidents and or injuries for staff, visitors and scholars.
- To promote health and safety awareness in children and adults, to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs.

Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty, until placed, if necessary, in the care of a doctor or hospital.

First aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

First Aid in the Academy

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of children.

In general, the consequences of taking no action in an emergency situation are likely to be more serious than those of trying to assist in an emergency.

Trained and qualified first aiders are those members of staff who have attended professional development on first aid (i.e. First Aid at Work) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive, under the Health and Safety (First Aid) regulations 1981.

Information on who the qualified first aiders are is provided to all staff via in service training days and on email notifications sent out with updates. The delegated first aid leads take responsibility for ensuring first aid stock is monitored and kept current and at appropriate levels on behalf of all first aiders. However, it remains the responsibility of all first aiders to monitor and report to the lead first aiders, should they identify a shortfall in stock or use items that then need replacement.

The duties of the training and qualified first aiders are;

- To support and protect the injured party or ill person to help ensure that they come to no further harm.
- To assess the situation where there is an injured or ill person and provide immediate and appropriate treatment to casualties bearing in mind that the casualty may have more than one injury.
- To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition, where this is deemed appropriate. The first aider's responsibility ends when the casualty is handed to the care of the doctor, a nurse of other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
- If necessary, to arrange for an ambulance to be called. Where an ambulance is required, 999 should be dialed. Office staff would ensure that access to the academy premises via the main gates is not obstructed. i.e. should parents or carers be on academy premises, that they are asked to ensure the entrance route for emergency vehicles is not restricted. They will ensure that gates are opened.
- To ensure that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items not used after the expiry date which is shown on the packets.
- To complete the Accident Report templates as appropriate during the incident or at the earliest opportunity, after first aid is complete.

First Aid Equipment

Our First Aid bags are stored;

- In the first aid room
- One is kept at the reception desk
- One in each of the higher risk areas of the academy. Examples of these areas are design technology, science and PE.

First Aid boxes should contain; micropore tape, scissors, triangular bandage, wound dressing/bandage and gloves. No medicine/tablets are to be kept in the first aid boxes.

Scholars who need medicine or other medical treatments store or are assigned their own units in the first aid room that is locked and accessed via reception staff or first aid lead staff.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Educational Visits

Staff will ensure that risk assessments are completed prior to taking children on any educational visit in line with the specifics of the trip policy. Risk assessments are completed electronically using EVOLVE.

Staff will ensure that they take contact details of all children attending any Educational Visit, so that parents and carers may be contacted in the event of an emergency. The academy mobile should be taken on all educational visits.

Portable first aid bags should be taken on all Educational Visits along with any specific medical treatments required by specific pupils.

Recording Accidents/Injuries on to our Electronic Platforms

We keep a record of first aid treatment given by first aiders and appointed persons. For scholars, this is done through EVOLVE Accident Book software and directly links to our SIMs pupil database to support tracking and monitoring.

For staff, this is done through the 'Well Worker' platform, hosted by the Local Authority.

Records include, as a minimum;

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example; went home, resumed normal duties, went back to class, went back to hospital
- Name and digital signature of the first aider or person dealing with the incident

Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations in 1995 (RIDDOR) some accidents must be reported to the HSE. The academy will keep a record of any reportable injury, disease or dangerous occurrence. The will include; the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

RIDDOR forms must be completed on the 'Well Worker' platform, if there are;

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

Lettings, Out of Hours use of the Academy Premises

A first aid box is located in the first aid room and the key can be obtained through reception staff. All those using the academy premises are made aware of this.

Monitoring and Review

This policy has been approved by our Governing Body. When writing this policy, the Health and Safety at Work Act as well as the DfE Guidance on First Aid for Schools was used to ensure that the academy complies with its legal requirements. It will be reviewed on an annual basis.

Date revised: This policy was last reviewed and revised in September 2024

Review date: September 2026