



# The Boston Witham Academies Federation

## Park Academy

### FIRST AID POLICY

#### INTRODUCTION

This policy outlines the academy's responsibility to provide adequate and appropriate first aid to learners, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

#### AIMS

- To identify the first aid needs of the academy in line with the management of the Health and Safety at work regulations.
- To ensure that first aid provision is available at all times while people are on academy premises, and also off the premises whilst on visits.

#### OBJECTIVES

- To appoint appropriate, suitably trained First Aiders to meet the needs of the academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the academy's First Aid arrangements.
- To keep accident records.

#### PERSONNEL

The academy will ensure that a risk assessment of the academy is undertaken and that the appointments, training and resources for First Aid are appropriate and in place. **The Head of Academy** is responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on the academy's arrangements for First Aid are made available to all stakeholders. **All staff** are expected to do all they can to secure the welfare of the learners.

**The Lead First Aider** should have emergency first aid training and should have undertaken First Aid at Work training. He/she will:

- Take charge when someone is injured or becomes ill.
- Look after the First Aid equipment
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The other First Aiders** must have completed and keep updated training courses approved by the HSE. There will also be Paediatric First Aid trained staff within the academy.

## **PROCEDURES**

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the H&S officer and Faculty heads. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Chief Executive Officer.
- The academy will ensure that staff are informed about the academy's First Aid arrangements, giving the location of equipment, facilities and First Aid personnel. Staff are signposted to the First Aid Policy and the list of first aid personnel in the Staff Handbook Supplement.
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake the required First Aid qualification.
- Gloves should be worn at all times when dealing with accidents.
- Injuries sustained at lunch time will be entered onto the first aid register by the appropriate member of staff.
- The academy will ensure that the appropriate number of First Aid containers are available and will:
  - i. All be marked with a white cross on a green background
  - ii. Be in the federation mini-buses.
  - iii. Accompany all academy trips off site

## **REPORTING ACCIDENTS**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE. The academy will keep a record of any incidents. This must include: the date, time and place, personal details of those involved, and a brief description of the nature of the incident. Any reportable incidents should be referred to the academy's H&S officer.

## ADMINISTRATION OF MEDICINES

The governors and staff of Park Academy wish to ensure that learners with medication needs receive appropriate care and support at academy. The Head of Academy will accept responsibility in principle for members of the academy staff giving, or supervising learners taking, prescribed medication during the academy day where those members of staff have volunteered to do so.

It should be noted that parents should keep their children at home if acutely unwell or infectious.

- Parents are responsible for providing the academy with comprehensive information regarding the learner's condition and medication
- Prescribed medication will not be accepted in the academy without complete written and signed instructions from parents
- Staff will not give a non-prescribed medicine to a child
- Only reasonable quantities of medication should be supplied to the academy (eg four weeks supply at any one time)
- Where learners travel to the academy with an escort, parents should ensure the escort has written instructions relating to any medication sent with the learner.
- Each item of medication should be delivered to the appointed person by the parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

Learner's name  
Name of medication  
Dosage  
Frequency of administration  
Date of dispensing  
Storage requirements (if important)  
Expiry date

The academy will not accept items of medication in unlabelled containers

- Medication will be kept in a secure place, out of reach of the learners.
- The academy will keep records, which will be available to parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the academy's emergency procedures will be followed.
- It is the responsibility of the parents to notify the academy in writing if the learner's need for medication has ceased
- It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The academy will not make changes to dosages on parental instruction
- Academy staff will not dispose of medicines. Medicines, which are in use and in date, will be collected by the parent at the end of each term. Date-expired medicines,

or those no longer required for treatment, will be returned immediately to the parent for transfer to a pharmacist for safe disposal.

- For each learner with long-term or complex medication needs, a Health Care Plan will be drawn up, in conjunction with the appropriate health professionals.
- Where it is necessary, or appropriate to do so, learners will carry their own medication (e.g. EpiPen's or inhalers).
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- The academy will make every effort to continue the administration of medication to a learner whilst on trips away from the academy premises, even if additional arrangements might be required, However, there may be occasions when it may not be possible to include a learner on a trip if appropriate supervision cannot be guaranteed.
- All staff will need to be made aware of the procedures to be followed in the event of an emergency.

### **Reporting to parents**

**Head injuries** will be dealt with as follows:

a) minor bumps –

children will be returned to their classroom after being seen by a first aider. They will be given a first aid slip to take home to parents.

b) It will be the responsibility of the teacher/support members of staff to speak with the parent at the end of the day where possible;

c) Major bumps –

parents will be called, and children will be sent home on the first aiders recommendation;

Lead First Aider	Katie Wright
H&S Officer	Rachel Fendyke
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