

APRIL 2022



FIRST AID POLICY

**HORIZONS EDUCATION TRUST, AMERICAN LANE,
HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

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1. INTRODUCTION

Spring Common Academy will assess the need for first aid provision and will identify the number of qualified First Aiders holding the First Aid at Work Certificate which ensures adequate cover within and across our school. The school will also identify the fully qualified Paediatric First Aiders to provide immediate first aid to the pupils in Early Years and KS1. The person with the overall responsibility for the provision of first aid is the Executive Head Teacher who will identify an appointed person who has the overall responsibility for the organisation of first aid across the school.

2. RESPONSIBILITIES - Appointed Person

1. The **appointed person** is responsible for overseeing the arrangements for first aid within the school.
2. The appointed persons duties include: -
 - a. That First Aid equipment is available at strategic points in the school and checked/stocked on a monthly basis
 - b. That First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located
 - c. That First Aid boxes are available on all school mini-buses
 - d. That First Aid boxes are available to take on all educational visits/off site visits (including emergency asthma kits)
 - e. That a sufficient number of personnel are trained in first aid procedures at all times ensuring CPD needs are addressed to secure currency within training requirements
 - f. That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

The Appointed person is: Simon Paynter

3. RESPONSIBILITIES - First Aiders

3. The first aiders in school are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:

- a. Understand the role of the first aider
- b. Be able to assess an emergency situation and act safely and effectively
- c. Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- d. Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- e. Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
- f. Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- g. Know how to provide first aid to an adult, infant and a child who is suffering from shock
- h. Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- i. Administer first aid to a casualty with injuries to bones, muscles and joints
- j. Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
- k. Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
- l. Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- m. Know how to provide first aid to an adult, infant and a child who has sustained an electric shock
- n. Know how to provide first aid to an adult, infant and a child with burns and scalds
- o. Know how to provide first aid to an adult, infant and a child who has been poisoned
- p. Know how to provide first aid to an adult, infant and a child who has been bitten or stung.

4. First aiders are responsible for ensuring that the First Aid logs located in the Upper and Lower school is completed for all treatments and that the necessary details are supplied for the reporting of accidents.

5. It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day

4. First aiders

To see the list of first aiders please see **Appendix A**

**The First Aid logs are located in the
Assistant Heads' office – Lower school
First Aid room – Upper school
School Nurse/Appointed person**

7. It is recommended that the School Nurse/Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

8. The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed person, if felt appropriate, when they are on site. **In emergency situations**, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse/Appointed person if required and appropriate.

9. Having firstly considered the option to consult with the School Nurse/Appointed person, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline (**NHS Direct 0845 4647**) and in the case of Pupil injuries, with the Parents or Legal Guardians.

5. Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified
- It will be the responsibility of the Appointed person to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Head of school discussing any issues that may have been identified via such scrutiny

- It will be the responsibility of the Head Teacher to collate the information contained in the First Aid log and summarize this information into their safeguarding report for the Board of Trustees each term

6. Monitoring and Review

- This policy will be monitored by the Appointed person, Head Teachers and Executive Head Teacher and reviewed in accordance with any new guidance given
- The Trustees will have the responsibility for ensuring this policy is formally evaluated every two years or sooner if required
- The Head of school and Appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school by the Head of school
- The Safeguarding Trustee will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head of school each Term
- Part of the monitoring procedure by the Head of school and Appointed person will be to obtain information through the termly learning walks undertaken
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy
- This policy will form part of a period of induction of any staff member who is new to the school (appendix B)

Appendix A

Qualified First Aiders

First Aid at work	Paediatric First Aid
Simon Paynter Katie Read Tracy Slater Carla Delf Munfred Lewis Jan Wall Stephanie Salt Leigh Aitken Sam Buck Mandy Salter	Mandy Walker Claire Stewart Tierce Lister Amy Parnell Michele Padget Hazel Adamson

Appendix B

Coronavirus addendum – October 2020

This addendum applies until further notice.

It sets out changes and exceptions to our normal first aid procedures. Staff should continue to follow our normal First Aid procedures with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to appropriate stakeholders

Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions– **don't** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available

You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

Policy agreed on: _____

Signed on behalf of the Trustees _____

Committee: _____

Author: _____

Review date (optional): _____

Website Y/N