

Academy Policy – First Aid and Medical Treatment

Aims:	<ul style="list-style-type: none"> • Governors of the Academy recognise that all staff, students, visitors are entitled to a safe and healthy environment • To meet all statutory requirements, the various Codes of Practice and guidelines available will be considered and acted upon in order to maintain a safe and healthy environment • To ensure that all staff are made aware of their individual/collective responsibilities to take reasonable care to avoid injury to themselves and others and to comply with all processes in order to ensure that the Academy's statutory duties and obligations are fulfilled • To reduce and eliminate areas of poor practice or unacceptable levels of risk to staff, students, and visitors health and safety • Recognise the need to support all students/staff & visitors medical needs This will be achieved by: • Ensuring all staff are trained to have collective responsibility for health and safety both on and off site • Emergency information on students to be held and updated regularly by the Student Services Manager <ul style="list-style-type: none"> □ Staff to understand medical responses to basic accidents and incidents
Targets/ Outcomes	<ul style="list-style-type: none"> • Implement appropriate management and communication systems within the Academy to ensure that all parties are fully aware of and comply with the requirements necessary to maintain a safe environment • To ensure, where possible, that there are no accidents/injuries and near misses • Ensure that lessons are learnt from accidents that do occur, as well as "near misses", to continue to enhance Health and Safety processes and reduce risks wherever possible • Maintain records of accidents, incidents and near misses to monitor the success of the operational processes in place • When students register at the Academy gather emergency information on the student registration form. This information to be updated or confirmed on an annual basis or as medical conditions arise, by the Students Services Manager and an updated list sent to all staff • Post emergency telephone numbers in relevant areas, beside all First Aid boxes • Maintain a first aid kit that is kept in an accessible location known to all Academy personnel • To provide adequate and appropriate equipment, facilities and named qualified first aid personnel • Display charts, diagrams or other instructions for easy reference in an emergency • Conduct health and safety inspections regularly • Ensure there are enough trained first aiders as per the Health & Safety Policy
Definition:	<i>Providing a safe and healthy environment for all adults and students. First aid can save lives and prevent minor injuries becoming major ones.</i>
Roles and Responsibilities:	
Students will:	<ul style="list-style-type: none"> • Report all accidents, incidents and near misses to a staff member as soon as possible • Ensure that any injured students are is not left alone • Write a report on an accident form • Administer their own medication in front of a member of staff. Student medication will be held in main reception with full instructions and a signed letter from the parent/carer • Where students have to carry their medication, they are only to administer it after speaking to a member of staff, staff will not administer any medication. The student will also be required to have full instructions and a letter from parent/carer
All staff will:	<ul style="list-style-type: none"> • Familiarise themselves with all first aid procedures and ensure that they know who the current first aiders are • Be aware of specific medical details of individual students when published by the Assistant Principal, Learning & Engagement • In case of more serious injury, or injury to leg/foot, remain with the victim and send 2 reliable students to the main reception to summon a first-aider. Avoid giving anything to eat or drink. In case of a minor injury, send the student to the main reception with a note, accompanied by another student if necessary, where the receptionist will contact the duty first aider • Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger • Off site (Year 1-4 including astroturf), on school events staff are to ensure that a first aid kit is taken, where possible a first aider should attend, where not possible 999 should be called for all serious accidents/medical emergencies. The staff member organising the events must ensure that all students on medication, have their medication with them before leaving the Academy and a copy of all instructions. Contact a parent/carer via main reception as soon as possible in order to coordinate treatment for a student • In the case of unconsciousness, suspected epileptic fit or diabetic coma, send 2 students to reception for a first aider or call 999 and place student in a recovery position • In case of hyperventilation or suspected asthma attack, send 2 students to reception for a first-aider Get the victim to relax and to take deep breaths, allow use of inhaler if the student has one • In the case of accidents or medical emergencies do NOT allow victims to fall asleep • Act in the best interest of the student if parent/carer cannot be contacted or if in the opinion of Academy staff, time is of the essence; this may range from preliminary first aid to seeking medical assistance at the nearest hospital • Complete a student accident report form within 24 hours and send to the relevant health and safety manager □ All students' personal medication requirements are to be secured in a secure cabinet in the main reception with full details of dosage. No members of staff are to administer any medication this is the responsibility of the student

In addition, First Aider/Appointed person will:	<ul style="list-style-type: none"> Familiarise themselves with all first aid procedures in operation and ensure that they know where all first aid boxes are located Always attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. Always wear safety gloves
	<ul style="list-style-type: none"> Help fellow first aiders at an incident and provide support Inform the Facilities Manager if they have used any first aid boxes Inform the Facilities Manager of any resupplies required in the Medical treatment room or first aid boxes Carry out their duty as per rota, arrange cover if required and inform main reception of any changes to duty rota Inform reception of all students who have received a head injury, so they can phone the parent/carer and send a letter home with the student. Insist that any head injuries are seen by a doctor/hospital Accompany student in the ambulance if parent/carer not present, and inform main reception of the ongoing situation Carry out first aid as per their qualification Call 999 to seek medical advice Report all issues and concerns to SLT
Reception will:	<ul style="list-style-type: none"> Ensure that all parents/carers whose child is under medical supervision receive a copy of this policy and sign for it <input type="checkbox"/> Inform parents/carers of all head injury's via phone and send a letter home with students, copy to be filled and filed and insist that the parent/carer takes the child to their doctor/hospital In an emergency, the parents/carer of student should be contacted as soon as possible via phone and letter Call 999 to seek medical advice
Parents and carers will:	<ul style="list-style-type: none"> Inform the Academy if their child has medical issues in respect of any safety related issues Ensure the Academy is notified if their child requires medication administered. This must be handed into the main reception at the start of the day with student's name, dosage and instructions clearly marked. Student will administer their own medication, with a member of staff in attendance Where students have to carry their medication they are also are required to hand in all details to reception
Academy SLT will:	<ul style="list-style-type: none"> Ensure that there are enough trained first aiders at the Academy, who have been trained on an approved HSE course Support staff training programmes to ensure that knowledge and commitment to safe working practices are embedded within the values of the Academy Ensure that all paperwork is completed to record and report accidents Ensure that at all responsibilities within this policy are adhered to Implement, monitor, review and revise the policy with governors
Related Docs:	H&S policy, Risk and Crisis Management policy

	Review Date:	Reviewed By:	Approved b Governors:	Review By:
	July 2024	FGB		Staff, students, parent/carers, Governors