

First Aid Policy



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Approved by	LGB
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Introduction

The First Aid Policy and Procedures at the Mirfield Free Grammar and Sixth Form (the Academy) are in operation to ensure that every student, member of staff and visitor will be well looked after in the event of any accident or illness.

On site, primary care is provided by qualified First Aiders and/or Emergency Responders.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health and Safety issues within the Academy and on school trips, to identify, prevent or minimize, where possible, potential dangers or risk of accidents.

NB: The term 'First Aider' refers to those members of the school community who are in possession of a valid First Aid at Work certificate or equivalent. A list of appropriately qualified people will be widely displayed in faculty rooms around the Academy.

First Aiders/Emergency Responders will:

- Ensure that their qualification is always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves and calling for help from other First Aiders or Emergency Services.
- Take charge at any incident requiring first aid attention.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents/carers to pick up a student to take him/her to hospital.
- Ensure that parents/carers are aware of all head injuries promptly.
- Contact the parents/carers of any pupil who experiences a significant injury or illness.
- Ensure that a student who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The member of staff accompanying the casualty to hospital need not be the First Aider, however, an appropriate person should be sent.
- Ensure that all contaminated or used items are cleared away using gloves and dressings etc., must be put in a yellow bag (available in the medical room) for contaminated/used items and sealed tightly before disposing of the bag for collection by the authorized clinical waste disposal contractor. "Sharps" should be placed in an appropriate "sharps box".

- Any bloodstains on the ground must be washed away thoroughly with an appropriate reagent by the site team.
- Ensure that a record of each student attended to, the nature of the injury and any treatment given is recorded onto the Guardian system. This includes any sports related injuries that occur at weekends or during out of hours activities. (*Staff should inform Tara Vincent-Buckley at the earliest opportunity*). Accidents should be recorded in Guardian, including the date, time and place of the incident and the name of the ill or injured person. Also, what happened to the person immediately afterwards must be entered and whether the parents/carers were contacted straight away or at a later time.
- Tara Vincent-Buckley will ensure that at the start of each academic year Achievement Co-Ordinator's and Form Tutors are provided with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic, or have a serious illness. Photographs of all such students will be displayed in the Staff Room.
- Tara Vincent-Buckley will maintain a file of up to date medical consent forms for every student in each year.
- Someone — First Aiders will regularly ensure (monthly) that all portable first aid kits, including first aid kits in vehicles and departments are adequately stocked.
- In the event of a notifiable accident, the incident form on Guardian must be completed by any member of staff who will advise the Health and Safety Officer (Andrew Atkinson) who is responsible for reporting all such occurrences to the Health and Safety Executive (HSE).

All Staff will:

- Phone for a qualified First Aider to treat any injured student/member of staff unless they hold an approved qualification themselves.
- First Aiders will call for an ambulance or contact relatives in an emergency.
- Medications of any sort can only be administered under the supervision of suitably trained staff. First Aiders are not permitted to offer any medication.

All staff will:

- Familiarize themselves with first aid procedures in operation and ensure that they know who and where the current First Aiders are.
- Be aware of specific medical details of individual students when publicized by Tara Vincent-Buckley.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- Send a student who has minor injuries or who feels generally "unwell" to the Pastoral Office, if they are able to walk, where staff will arrange for them to be seen by a First Aider. Such students should be accompanied.
- Ensure that they have current medical information for every student that they take out on a school trip which indicates any specific conditions of which they should be aware or medications they will need to take with them, for example, asthma inhalers or epi-pens.

Principal and Senior Team will:

- Ensure that first aid cover is available throughout the working hours of the school week.
- Ensure all new members of staff are made aware of the First Aid procedures in the Academy during their induction process.

The Governors will:

- Ensure that sufficient resources are provided to fulfil adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations.
- Monitor and respond to all matters relating to the Health and Safety of all persons on school premises.