



# First Aid Policy

## Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained on the School Website.

## Purpose

The First Aid procedure at Endeavour Academy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the school staff should be aware of the support available and the procedures available to activate this.

## Policy Aims

- 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 & Safety issues within school and on school trips, to prevent, where possible, potential dangers or 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.***

## The Role of the First Aider

- Ensure that qualifications and insurance are 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 where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - a. Accompanied in the ambulance at the request of paramedics.
  - b. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - c. Met at hospital by a relative.

- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each student attended to, the nature of the injury and any treatment given on an incident form as well as logging the details on the student's behaviour log. Copies of the incident form should be sent to the College's Director of Estates for logging.

Ensure that everything is cleared away quickly, using gloves, and that all items are disposed of properly. No contaminated or used items should be left lying around.

## The Role of the Trust

- Provide adequate First Aid cover.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

## The Role of the Head of School

- Ensure that first aid cover is available throughout the working hours of the Endeavour Academy week.
- Ensure all new staff are made aware of First Aid procedures in the Endeavour Academy.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

## The Role of the Learning Coaches / Learning Mentors

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the SENCo.
- 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 to Reception as soon as possible either by a person or by telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid

Certificate or know the correct procedures.

- Students with minor injuries where they are able to walk may be taken to the East Durham College (EDC) Medical Room located near to main reception where a First Aider will see them. The student should always be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medication of which they should be aware.
- Have regard to personal safety.

## The Role of Head of Administration

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

## First Aid Boxes

First Aid boxes are located at reception in Endeavour Academy and on all floors of the College building. Staff should make themselves aware of these provisions.

## First Aid Rooms

In the first instance the Endeavour Academy interview room will be used as a first aid room. The College also has a room available located at G005, adjacent to the main entrance.

## RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Under these regulations the College is required to notify the Health and Safety Executive immediately by telephone, and in writing within seven days of an accident resulting in death or major injury, or of any notifiable dangerous occurrences (whether or not anybody is injured). Strict adherence to these regulations is essential as the College is open to prosecution by HSE for failure to comply. All occurrences to be reported to the College Safety Advisor by telephone as soon as possible.

The types of injuries and incidents covered by these regulations are listed in the College Health & Safety Policy under **Arrangements – RIDDOR**.

## Supporting Documents and Records

- Endeavour Academy Accident Report Form
- Work Placement Accident Report Form
- Endeavour Academy Health and Safety Policy

## **Policy Review**

This policy will be monitored by both the First Aid team and the Trust. The Apollo Schools Trust will review and approve the policy.

**Breach of this policy may lead to action being taken under the Endeavour Academy's formal Disciplinary Procedure. Any employee, who feels they have been treated in a manner contrary to the spirit of this policy, should seek recourse in accordance with the Endeavour Academy's Grievance or Dignity at Work procedures.**