

Eastwood Park Academy Trust

EPAT

Believe Succeed Together

First Aid Policy

Date Reviewed	June 2024
Date Ratified by the Trust	July 2024

Contents

1.0 Policy Statement.....	2
1.1 Aims	2
2.0 Responsibilities.....	2
2.1 The Health and Safety Officer	2
2.2 First Aid Staff.....	3
2.3 First Aid Equipment	3
2.4 Injuries During the Day	3
2.41 Emergency Procedures	3
2.42 Recording First Aid Administration	4
2.5 Off-site Activities and Visits	4
Appendix 1 – List of Qualified First Aiders	Error! Bookmark not defined.

1.0 Policy Statement

The Trust will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will ensure that procedures are in place to meet that responsibility.

1.1 Aims

- To identify the first aid needs of the constituent academy.
- To ensure that first aid provision is available during the school day and, where appropriate and necessary, out of school hours. *Those renting the constituent academy premises are expected to make their own first aid arrangements.*

2.0 Responsibilities

2.1 The Health and Safety Officer

The Health and Safety Officer role is delegated to a senior leader within each constituent academy.

Academy	Employee	Status
Eastwood	Mr. S. Sterling	CEO
Bournemouth Park	Ms L. Sewell	Assistant Principal

The Health and Safety Officer is responsible for:

- Organising appropriate training and refresher training for first aiders and maintaining a record/list of all first aid trained staff.
- Ensuring the list is kept updated and is made available to staff.
- Organising provision and prompt replenishment of first aid equipment and supplies which are appropriate to each area.
- Checking and replenishing first aid kits at various locations around the constituent academy site on a half termly basis.
- Ensuring that all medicines are stored safely and securely, and that medication is refrigerated if required - [Supporting Pupils with Medical Conditions Policy](#)
- Checking the defibrillator CHARGE-PAK battery charger is in working order on a weekly basis.
- Keeping a record of the expiry dates of the CHARGE-PAK battery charger and the QUIK-PAK electrodes and ordering replacements of both in good time (as they are a set and should be replaced at the same time).
- Arranging for the defibrillator to be serviced when the machine indicates this is required.
- Ensuring accurate and up-to-date records are kept for pupils with medical conditions and circulating this information to staff - [Supporting Pupils with Medical Conditions Policy](#)
- Ensuring that the appropriate records are kept for all first aid administered and that the HSE is notified in the appropriate manner when required.
- Liaising with Trip Leaders and organising the preparation of the relevant first aid kits.

2.2 First Aid Staff

A qualified First Aider is someone who holds a valid certificate of competence in First Aid at Work. The certificate must be issued by an organisation approved by the Health and Safety Executive (HSE) and must be renewed every 3 years.

2.3 First Aid Equipment

First aid kits are clearly labelled with a white cross on a green background in accordance with health and safety regulations. The contents of first aid boxes include:

- Water resistant plasters x 40 (blue plasters for Food Technology and Kitchen).
- Medium sterile dressings x 4.
- Large sterile dressings x 1.
- Eye pad sterile dressings x 2.
- Triangular bandages x 2.
- Alcohol free moist cleansing wipes x 20.
- Safety pins x 6.
- Nitrile disposable gloves x 6.
- Sterile eye wash (Science, Swimming Pool and Pool Boiler Room).

The contents of travelling first aid kits will be as above and also include:

- Heat blanket.
- Disposal bag.
- Disposable ice packs.

2.4 Injuries During the Day

Following a first aid assessment, if a pupil is to be sent home, the constituent academy will contact the parents so that the necessary arrangements can be made to collect them. A pupil will not be sent home without parental agreement.

Any pupil having difficulty with breathing, dizziness or feeling faint must remain with a teacher or other member of staff until a first assessment is undertaken.

In the case of head injuries, all casualties will undergo a first aid assessment and parents will be informed regardless of symptoms and severity of injury.

2.41 Emergency Procedures

- If the casualty is with the First Aider, they will ring the emergency services. The First Aider will inform Reception that an ambulance has been called and where the patient is. Reception should notify the caretakers that an ambulance has been requested and a member of the Caretaking Team should meet the ambulance at the front of the constituent academy so that it can be directed quickly to the incident.
- If the casualty is a pupil, the Receptionist will contact the parent to advise what is happening. If the parent is nearby, they should be instructed to report to Reception where a member of staff will meet them and take them to their child.
- If the parent is unable to get to the constituent academy quickly, the First Aider should establish which hospital the ambulance will take the casualty to (usually Southend or

Basildon), they should then notify Reception and request they phone the parent with this information.

- If a member of staff needs to go with the pupil in the ambulance, this will either be a First Aider, Health and Safety Officer or another member of staff allocated on the day.
- Reception should either notify the Principal of the incident or ask the Health and Safety Officer to do this on their behalf.
- If the casualty is the child of a member of teaching staff, their manager should be notified to arrange teaching cover.

2.42 Recording First Aid Administration

A daily record must be kept of all first aid treatment administered and should include:

- Date, time and place of incident.
- Name of casualty.
- Details of the injury/illness.
- Treatment and/or advice given.
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital etc).
- Name of the First Aider who dealt with the incident.

If the incident/accident is serious the Principal should be notified as soon as possible after the incident and an Accident Report form should be completed.

2.5 Off-site Activities and Visits

First aid kits are to be taken on all off-site activities and visits.

A First Aider and Medicines Administrator must attend the trip.

Accompanying staff must also carry details of each pupil as follows:

- Contact details for parents.
- Details of any medical conditions.
- Details of medication currently being taken.
- Details of conditions e.g. asthma, potential anaphylaxis which require specific equipment to be carried.
- Details of allergies.
- Details of dietary requirements.
- Date of last tetanus injection.
- Any other relevant information of help to a health professional in case of an emergency.

For all trips, the Health and Safety Officer and the Trip Leader are responsible for liaising with each other to obtain a list of pupils going on each trip. The Health and Safety Officer is responsible for providing the Trip Leader with a list detailing the medical conditions of pupils on each trip and is responsible for providing any medicines that will be needed for these pupils. The Health and Safety Officer is also responsible for providing a fully stocked travelling first aid kit.

2.6 Notification to the Health and Safety Executive

There is a statutory requirement that some accidents must be reported to the HSE within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by submission of Form F2508.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The nominated reporting officer responsible for ensuring that this happens at the constituent academy is the Health and Safety Officer.