



**A C A D E M Y**  
**T I P T O N**

# First Aid Manual

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# Q3 Academy Tipton

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## **1. Accessing First Aid**

The Academy has a dedicated 'Duty First Aider' who will be the first point of contact for any students/staff member who requires first aid attention. There are other staff members who are also qualified First Aiders and a complete list is displayed in the main reception area of the Academy, alongside a 'Duty Rota' should the dedicated First Aider be unavailable. A qualified First Aider list is also displayed in other areas across the Academy site.

Should first aid response be required, the person in charge of the classroom/activity/duty will send for the Duty First Aider directly, using Academy radios, providing the location and brief details of the incident and who is involved.

The First Aider will attend to the student or member of staff and will use medical facilities available to them in the Academy Medical Room to administer any treatment.

If the patient is unable to move, the First Aider will either treat the patient on the spot; in which case other students may need to relocate, or will access a wheelchair to move the patient to a more suitable area.

### **1.1 First Aid Guidance for Staff:**

- ✓ Students are not able to self-refer direct to a First Aider. They must be referred by a member of staff.
- ✓ Only Academy related injuries should be referred. A student who is concerned about an injury that occurred outside the Academy will be referred if at risk. However, if deemed not urgent parents will be advised to follow up.
- ✓ A student is displaying symptoms of general illness, e.g. headache, stomach ache, etc. should only be referred to the First Aider if the illness is sudden and severe, or worsens. (normal procedures for general illness need to be followed, e.g. contacting Assistant Year Directors).
- ✓ In an emergency, however, (e.g. a serious bleed following an injury) the First Aider will attend.
- ✓ A small emergency supply of Sanitary Wear is kept in the Attendance office and with welfare staff.
- ✓ First Aider will assess each situation and recommend a course of action. If a child is going home or to hospital, the First Aider or designated member of staff will speak to the parents to explain the situation.
- ✓ First Aider will issue a head injury letter in every case where appropriate.
- ✓ If an injured student needs to go home, the First Aider will inform reception, who should send the information immediately to the Year Director.
- ✓ If an ambulance is required, it does not have to be a First Aider who accompanies the student, any member of staff can fulfil this task, but the Year Director, Assistant Year Director and the Senior First Aider should be the first people informed.
- ✓ All 999 Calls for Ambulance should be made by Reception or General Office Staff.
- ✓ Any member of staff accompanying an ambulance may order a taxi to return to the Academy, if other alternatives are not immediately available. A receipt should be obtained and the cost will be refunded. Receipts and details should be given to the Finance Officer, who will repay from the Academy Health and Safety Budget.

- ✓ Staff using their own vehicles should claim expenses via the Expenses Claim Form.

### **1.2 Availability of First Aiders:**

- ✓ The Senior First Aider will always be the Duty First Aider, unless they are absent from the site;
- ✓ In which case another qualified First Aider will be identified as the Duty First Aider and will be issued with the Duty First Aider radio;
- ✓ The Duty First Aider must make themselves available immediately to any first aid call.

### **1.3 In an Emergency Call the Duty First Aider:**

- ✓ Staff other than First Aiders can issue plasters if appropriate. However, the member of staff should check whether the child has an allergy to them.
- ✓ First Aid Boxes are available around the Academy including Science Preparation Office, and on the minibus. These are stocked at the advised basic level.

### **1.4 Location of First Aid Boxes:**

Information can be obtained from Mrs Bradburn.

- ✓ All First Aiders need to be clear on the location of first aid boxes.
- ✓ Spare supplies are kept in the Medical Room, Mrs Bradburn will be responsible for all ordering and restocking of First Aid supplies.

### **1.5 First Aid Records**

The Duty First Aider must record all incidents as appropriate. Each Student, and staff member, etc. requires a separate entry of each and every incident; this is to ensure compliance with GDPR and Health & Safety regulations:

- If basic first aid has been administered, this will be recorded in the first aid log, detailing the individual involved, the reason for treatment and what treatment was administered;
- If treatment requires contact with external agencies (including ambulance service, etc.) and/or parents/carers, an incident form must be completed and passed to the Academy Business Manager;
- If treatment is resulting from an accident, incident or near miss this must be recorded on an incident form and the completed form passed to the Academy Business Manager.

## **2. Educational Visits**

- ✓ The Visit Organiser must ensure that a trip First Aid pack is collected from Mrs Bradburn. These should be ordered in advance.
- ✓ Even if a First Aider is present on the trip, the visit leader is still responsible for ensuring that the First Aid pack is organised.

Tablets cannot be issued by any member of staff. The only exception is when arrangements have been made by Parents/ Carers to the Senior First Aider, who will control this aspect of student care.

## **3. Medical Awareness List**

This will be produced by the Senior First Aider/SENDSCO and circulated to all Year Directors, Assistant Year Directors and the Executive Group. Information will be shared with staff members as deemed appropriate by those that it is circulated to.

#### **4. EPIPEN Training**

The Academy Staff who require EpiPen training will be required to access this through an external provider.

#### **5. Diabetic Awareness**

The Academy Staff who require Diabetic awareness training will be required to access this through an external provider.

#### **6. The Medical Room**

This will be used by the Senior First Aider. At times when the Senior First Aider is located around the Academy, the room will be kept secure to avoid unauthorised access by students, etc.