

THE  
WESTWOOD ACADEMY



# First Aid Policy

## **Rationale**

It is a statutory requirement for an employer to make adequate provision for First Aid to be available to its employees. Within the Westwood Academy the First Aid policy is in operation to ensure that every student, member of staff and visitor to the school will be cared for in the event of an accident. It must be emphasised that the team of First Aiders are not qualified doctors or nurses, but are qualified First Aiders who have completed the relevant course

The purpose of this policy is to:

- To provide effective and safe First Aid cover for students, staff and visitors;
- To seek secondary First Aid where necessary or appropriate, e.g. hospitals;
- To ensure that all staff, visitors and students are aware of the First Aid system in use;
- To provide awareness of Health & Safety issues within school to prevent, where possible, potential dangers or accidents and to provide information and resources for Educational Visits;
- To treat a casualty, relatives and others involved with care and compassion.

## **General Policy Guidelines**

- To ensure that there are sufficient qualified First Aiders available for cover during the school day – school day is defined as Monday – Friday 8am – 3.30pm;
- To ensure that First Aid information is readily and easily available and that all school users are aware of the way/s in which assistance may be sought;
- To ensure that First Aid kits and resources for minor injuries are available for use throughout the school.

## **First Aiders' Main Duties & Responsibilities**

- Ensure that their qualifications are always up to date. Initial qualification requires attendance at the City Council's three day First Aid course. Thereafter a refresher course of one day every year. Any delay between full and refresher course will not be accepted and First Aiders will be required to attend the full course.
- Ensure that First Aid cover is available throughout the school day (as defined above)
- Undertake their duties to the best of their abilities, ensuring safety guidelines are adhered to at all times. This may mean the wearing of protective gloves where any loss of blood or bodily fluid is evident.
- To call for additional assistance as required, e.g. other qualified First Aiders or Emergency Services.
- To assist other First Aiders as required. Ensure that First Aid kits are always adequately stocked and re-stocked.
- Ensure that any casualty who has sustained a head injury is seen by professionals, either by sending straight to hospital or requesting that parents collect their child for immediate transportation to hospital.
- Ensure that a student who is sent to hospital by ambulance is either
  - accompanied by a paramedic

- followed to hospital by a member of staff to act in loco parentis
- met at hospital by a parent or nominated relative
- Keep a detailed record of student, staff member or visitor attended to, the nature of the injury and any treatment given. These details must be logged in the First Aid and or Accident book.
- Ensure that all First Aid resources are cleared away after use. Items for disposal, e.g. gloves, are placed in a sealed bag. Any bloodstains must be removed by a school cleaner or a member of the site services team.

### **Governing Body Responsibilities**

The Governing Body will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters of Health & Safety.
- Ensure that all new staff are made aware of First Aid procedures within school. (basic guidelines are available in the whole school Staff Handbook – updated annually)
- Ensure that all First Aiders receive the appropriate First Aid allowance (allowance 201) paid with their salary on a monthly basis. First Aid allowance will be pro-rata depending on salary scale and hours/weeks worked.

### **Teacher Responsibilities**

Teachers will:

- Familiarise themselves with this First Aid Policy and ensure that they are aware of who the nominated First Aiders are.
- Be aware of specific medical details of individual students.
- Ensure that their students/tutor groups are aware of the First Aid policy and procedures
- Not move a casualty until they have been assessed by a qualified First Aider – unless the casualty is in immediate danger.
- Reassure but not treat a casualty, unless they are Qualified First Aiders. In the event of a major emergency, staff can instigate simple airway measures if clearly needed.
- Send students with minor injuries to the nominated First Aider – to be accompanied by either another student or member of staff.
- Send a student who feels 'sick or unwell' to their tutor (or college director if tutor unavailable)
- Ensure that the school has a current medical consent form (details contained on the annually updated student information sheet) for every student who is taken on an educational visit of any kind.
- Have regard for personal safety

### **School Reception Staff**

School Reception staff/managers will:

- Ensure a qualified First Aider is directed to the appropriate injury/area.
- Support the First Aider in calling for the Emergency Services as requires.
- Send students who feel 'sick or unwell' to their form tutor or college director.

- Reception staff will NOT administer paracetamol or other medications but can oversee students taking such medications if parental consent has been obtained.
- Ensure that all necessary medical and first aid stocks are kept up to date and are appropriate for use.

### **School Size and Site Layout**

The school is contained within a relatively small site (Site map Appendix 1), with qualified First Aiders working within each building, although not always available for First Aid responsibilities due to other commitments. The school has nominated First Aiders available in Reception, Science, Technology, English and Food Tech however all First Aiders are expected to work across faculties.

There are currently approximately 600 students and approximately 100 adults working on site. The Westwood Academy exceeds the government (HSE) set guidance of one first aider per 100 students/staff.

The above allows for full First Aid for:

- Lunchtime cover
- Cover still available during leave and/or First Aid staff absence
- Educational visits
- Trainees working on site
- Students with special needs
- In class sports activities

### **Contacting a First Aider**

Please ring Reception on ext. 250 to request a First Aider.

### **First Aid Qualifications**

All First Aiders must attend the full three day 'First Aid at Work' course run by Coventry City Council. Thereafter attend a refresher course of one day every year.

The course will cover the following:

- Shock
- Fractures
- Head injuries
- Control of bleeding
- Burns and scalds
- Resuscitation
- Asthma, eczema, diabetes, epilepsy

### **Insurance**

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee. The Westwood Academy has full liability insurance which will indemnify staff from claims arising from actions taken by staff within the scope of their employment.

## **First Aid Materials, Equipment & First Aid Facilities**

A full complement of first aid materials is available from main school Reception. The stock held at Reception is subject to a periodic stock take, at least annually, and peripatetic first aid kits are filled termly or as required from the central resource centre.

Additional First Aid kits are available in:

Science (upstairs & down prep rooms)  
Technology Office  
Dining Room  
PE Office  
Learning Support  
All Faculty Offices  
College Director Offices

The kits contain:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped sterile bandages
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Antiseptic wipes

The contents of first-aid boxes are examined frequently and re-stocked as soon as possible after use. Additional stock is immediately available from Reception

First Aid kits for Educational Visits

Following HSE recommendations the mobile first-aid kit contains the following:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing – approx 18cm x 18cm
- 2 triangular bandages
- Individually wrapped moist cleaning wipes
- 1 pair of disposable gloves

## **Medicines**

First Aid staff will **not** give a student a prescribed medicine. Parents may, ask reception staff acting as First Aiders, to oversee their child taking a prescribed medicine. This parental consent must be given in writing to the school and must indicate start and completion of medication and times that the medication must be taken throughout the school day. The school will also provide weekly tablet boxes for named students and will issue the boxes to individual named students and supervise their taking of such medication, e.g. ritolin. The school will secure these boxes in the medicine cabinet located in the reception office. Parents must ensure that they send in either a daily or weekly supply of medicine/tablets. The medicine can be kept in the locked student medicine cabinet, located in main reception, or if necessary reception fridge.

### **First Aid Accommodation**

The designated area for first aid is student reception (The Education (School Premises) Regulations 1996 )

### **Hygiene/Infection Control**

All staff are advised to take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and handwashing facilities. First Aid staff should take extreme care when dealing with blood or other bodily fluids and in the disposal of dressings or equipment.

### **REPORTING ACCIDENTS**

Follow guidelines Accident Procedure Policy

### **Record Keeping**

Accident Records in either written or electronic form must be kept in a secure location. Pupil Accident Reports must be kept until the pupil has attained the age of 21. For injuries to employees, visitors, contractors, members of the public over the age of 21, copies must be kept for a period of three years. The Westwood Academy Accident file is kept in a locked, secure filing cabinet held in the SBM office.

### **Central Recording**

Schools/Departments must keep a central record i.e. accident report form for all reportable accidents for first-aiders and appointed persons to log incidents.

Under The Data Protection Act it is an offence to disclose personal information to a third party without the prior permission in writing of the individual or their parent/guardian. It is therefore essential that all individual accident forms are kept in a secure location.

### **Information to parents/carers/next of kin**

In all cases the school will contact a student's parent or carer as soon as practicably possible. Parents may be asked to collect children and take them to their medical GP or to hospital.

### **Taking Students to Hospital**

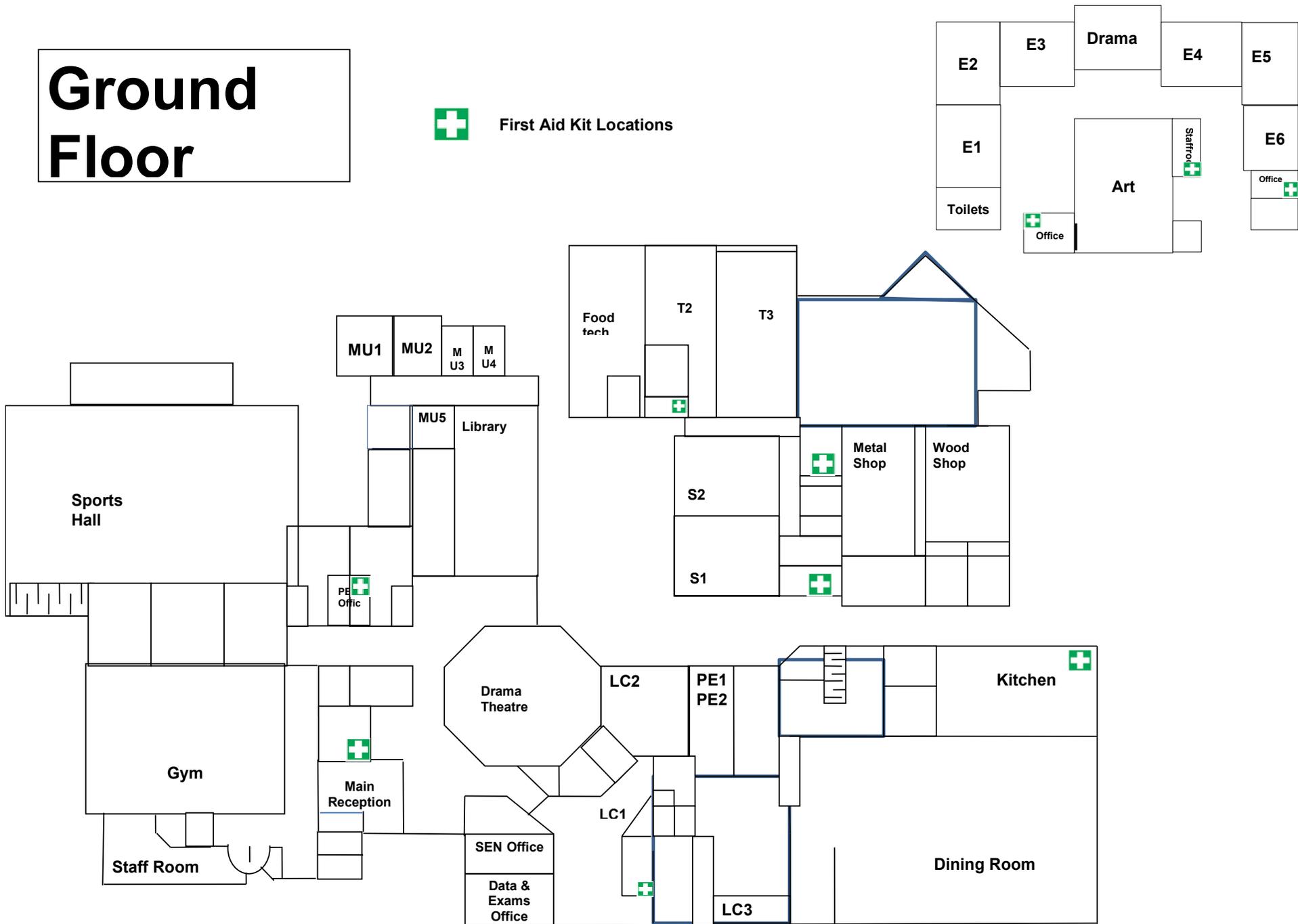
Parents will always be informed if their child is being taken to hospital. Dependant on the injury or illness arrangements should be made for the parents to either take the child to hospital themselves or to meet the child at hospital. Medical treatment will not be delayed pending the arrival at school of parents.

A responsible adult will always accompany a student wherever possible to the hospital. Should a student require emergency medical treatment, e.g. operation, the hospital would, under normal circumstances, hold full responsibility for authorising of treatment.

# Ground Floor



First Aid Kit Locations



# First Floor



First Aid Kit Locations

