



MacIntyre Academies

Quest Academy

First Aid Policy

Version	Purpose / Change	Person Responsible	Date
5	<ul style="list-style-type: none">- Managing Medicines Policy has been changed to Supporting Learners with medical Needs Policy- Sentence deleted referring to first aiders signing to administer medicines	V Scranage	April 2021

Person responsible: Principal
Type of policy: Statutory
Date of first draft: Jul 2017
Date of staff consultation:
Date adopted by Trust Board: Aug 2017
Date of implementation: Sep 2017
Date reviewed: May 2021
Date of next review: May 2024

First Aid Policy

The purpose of this First Aid Policy is to enable Quest Academy to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and learners who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/carers are in place if required.
- Activate a known plan of action with which all staff are familiar.

Quest Academy shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and Quest Academy will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Supporting Learners with Medical Needs Policy for more information.

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse. It may also include the treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

Roles and responsibilities

- The overall responsibility for the day-to-day management of Quest Academy rests with the Principal.
- The class teacher is responsible for classroom supervision and all staff on break and lunch duty are directly responsible for the supervision of learners at these times.
- Quest Academy's Health and Safety Officers are the Business Manager and the Facilities Manager.
- The Assistant Principal (CPD Leader), who oversees CPD, is responsible for ensuring training is up to date.
- The Facilities Assistant to oversee first aid equipment levels

The Principal shall assess first-aid needs appropriate to the circumstances of Quest Academy. The Principal will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. EpiPens.

Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Principal shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **All designated first aiders must re-qualify every 3 years.** This means re-qualifying before the end of the third year when the certificate is no longer valid. It is the responsibility of the CPD leader (Assistant Principal) to ensure they are booked onto the course before cancellation of the certificate.

All staff have access to the Quest Academies First Aid Policy.

First Aid Risk Assessment

A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It takes into account:

- The number of staff / learners on the site,
- The location of the school and higher risk parts of the school site

- The full range of activities undertaken by staff and learners on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays;
- All areas deemed to be of higher risk due to hazardous substances, dangerous tools and machinery or the nature of the activity have a first aid trained person working in that area and all these areas have at least one first aid box.

First Aid Assessment for Quest Academy

School Activity or Department	First Aid at Work Required	Emergency at Work Required
Low Risk: Classrooms & Offices	Up to 50 people – 1 required at all times 51-100 people – at least 2 required at all times 101-150 – at least 3 required at all times	Up to 50 people – 1 required at all times 50-100 people – at least 2 required at all times 101-150 – at least 3 required at all times
Medium Risk: Science Laboratory, Food Tech, Indoor & Outdoor Sport	Per class (up to 10 learners) – 1 required at all times	As above across the school
High Risk: Swimming, Competitive Team Games, Adventure	Per class (up to 10 learners) – 1 required at all times	Per class (up to 10 learners) – 1 required at all times

Management of first-aid equipment

It shall be the responsibility of the Business Manager and the Facilities Manager to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed below. Where additional or replacement material or equipment is required, staff should speak to the Business and/or Facilities Manager about ordering more items immediately. These need to be checked on a regular basis, at least termly, by the Facilities Assistant. They will also ensure that all out of date items are discarded and replaced.

Although the Business Manager and Facilities Manager are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a visit etc., first aiders shall take responsibility for ensuring their first-aid box and off-site bag contents are fit for purpose and sufficient.

All Quest Academy first-aid boxes and off-site bags are coloured purple (Grab Bag =Red) and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

Each box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- in the medical room (GROUND REAR)
- in the main Quest Academy office/reception (GROUND FLOOR FRONT)
- in all 5 classrooms (3 GROUND FLOOR AND TWO FIRST FLOOR)
- in the science lab (GROUND FLOOR)
- in the food tech class (GROUND FLOOR)
- in the art room (FIRST FLOOR)
- in the kitchen
- in each minibus
- Off-site bags are taken on educational visits and are available in the stationery cupboard.
- Grab bag with foil medical blankets kept in stationery cupboard

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DfE guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage,

wound dressing, instant ice pack and gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions and suntan oil.**

Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used. Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash only sterile water or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/refillable containers should not be used for eye irrigation.**

Paracetamol, such as Calpol, can be administered after first checking with parents/carers and receiving their express permission.

Any person who has completed the medicine training may dispense medicines.

First-aid treatment

This should be provided in the medical room when at all possible. Treatment should be given in accordance with training and the need. Disposable gloves and aprons, should be used to protect the first aider from contact with body fluids.

Disposal of blood products and body fluids must be in the designated bin in the medical room.

IRIS (Quest's Incident Reporting and Investigation System) is used for recording incidents where first aid has been given must be completed.

At all times the dignity and feelings of the patient must be respected.

First-aid provision and training

The CPD coordinator will arrange training for the qualification and re-qualification of first aiders.

The courses are:

- Level 3 Award in First Aid at Work (3 day)
- Level 2 Award in Activity First Aid (2 day)
- Level 2 Award in Emergency First Aid (1 day)
- Paediatric First Aid
- Sports First Aid (Addition to the Level 2 Emergency First Aid qualification)

Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification.

There shall normally be a minimum of five first aiders or appointed persons within Quest Academy between 8:30am and 3:30pm. At least one first aider will be on duty at break and lunchtimes and there is normally be a first aider in the office in lesson time.

Consideration must also be made to ensure first-aid cover during absences, such as training and sickness. This is the responsibility of the Assistant Principal.

Categories of incidents and procedures

Any learner complaining of illness or who has been injured is sent to the medical room with a qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the learner be too ill to stay at school, parents / carers should be contacted as soon as possible so that the learner can be collected and taken (or sent by taxi) home.

Procedure for Accidents to Learners

All accidents are recorded electronically via Iris, by the first aider, parents/carers are contacted

by telephone, if necessary, and a print off from Iris (with details of the incident/actions taken) is sent home.

Minor Accidents and Injuries

If a learner has a minor injury, i.e. minor cuts, grazes, bruises:

- The adult in charge initially looks after the injured party.
- If deemed necessary, a person other than the teacher will take the learner to the medical room.
- Administer first aid by a qualified First Aider, if appropriate.
- Record details on the Accident/Incident Form via Iris.
- Allow the learner time to recover in a quiet place with supervision.
- Inform the parent/carers with a print off from Iris giving brief details of the accident and the treatment given.
- Pass the form to the main office staff to review who will then file the report in the Learners file.

NB The use of disposable plastic gloves is mandatory at all times.

If a learner has a head injury:

- Administer first aid by a qualified First Aider.
- Record details on the electronic Learner Accident Form via Iris.
- Inform the parents/carers by telephone of the accident, print the form detailing the incident and treatment given and send it home.
- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury (i.e. severe bruising, dizziness, blurred vision, loss of conscientiousness) arrangements must be made for the learner to be taken to hospital by ambulance.
- Pass the form to the main office staff to review who will then file the report in the Learners file.

Very Serious Injuries

In the event of a very serious injury, parents/carers are immediately contacted. The Principal will determine what reasonable and sensible action should be taken in each case.

Very serious injuries are considered to be:

- Severe Bleeding
- Burns/Scalds
- Unconsciousness

Where the injury is an emergency, an ambulance will be called following which the parent/carer will be called. Where hospital treatment is required but it is not an emergency, then the Principal will contact the parents/carers for them to take over responsibility for the learner. If the parents/carers cannot be contacted then the Principal may decide to transport the learner to hospital.

Where the Principal makes arrangements for transporting a learner then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a learner in a vehicle.
- A second member of staff will be present to provide supervision for the injured learner.
- Parents/carers are kept informed of developing situations.

The event is subsequently recorded on Iris.

The First Aid Policy is based on collaboration and learner welfare. All staff automatically assist the teachers on break duty and the first-aiders in the case of a serious injury.

Staff should always call an ambulance in the following circumstances:

- A significant head injury
- Unconsciousness
- Seizure
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture
- In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

NB Any serious injury must be reported to the CEO as soon as is reasonably practicable, and before the end of the working day.

If the accident results in the learner being taken directly to hospital for treatment (or death) a RIDDOR form (F25081E) must be completed. A copy of this form should be kept with the printed accident form in the learners file.

If the learner is ill and needs to go home:

- A member of the senior management team must be informed.
- A parent/carer must be contacted and asked to collect the learner as soon as possible.

Asthma Treatment and Inhalers

A list of asthma sufferers is available in the main office.

Asthma treatments for learners (inhalers etc.) are kept in the medical room in a labelled box with the learner's name and class. Asthma treatments are to be administered by the learner.

Asthma treatments are taken on Educational Visits and 'off site' sporting activities. Parents/carers are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

EpiPens and Anaphylaxis Shock Training

A list and photograph of anaphylaxis sufferers are displayed in the Staff Room. EpiPens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom or Main Office depending on age / timetable of the learner.

EpiPens can only be administered by members of staff who have received EpiPen training. Specific staff that have already had First Aid training are trained in the use of EpiPens for each individual anaphylaxis sufferer. EpiPens and the appropriate trained member of staff are taken on Educational Visits and off-site sporting activities.

Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.

Parents/carers are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epilepsy

Staff and learners known to have epilepsy have a blanket in their work area to use for discretion in the event of an epileptic fit. Staff have the necessary training during their first aid course to deal with cases. If necessary staff undertake specialist training for those with specific needs.

First-aid record keeping

It shall be the responsibility of the Business Manager, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown in the Health & Safety Policy.

After administering treatment, first aiders will ensure they adhere to Quest Academy's arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

All incidents, injuries, head injuries, ailments and treatment are reported electronically via Iris.

The information recorded will include:

- Date, time and place of incident
- Name and, where relevant, job title of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and name and signature of the first aider or person dealing with the incident.

Parents/carers are informed of a head injury by a print out from Iris. The print out outlines the injury and symptoms to look out for.

The first aider contacts parents/carers by phone if they have concerns about the injury.

Staff should complete the accident form electronically, via Iris, if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Duty to inform staff of first-aid arrangements

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

The Business Manager must ensure that a notice giving the names of first aiders, their location and telephone number and the location of first-aid boxes, is posted in each room.

Notices will be inspected and kept up-to-date by the Facilities Manager as part of the regular health and safety inspections.

Administering First Aid Off Site

First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment. A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.

The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit. All adults present on the visit should be made aware of the arrangements for First Aid.

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the learner's parents/carers can be informed. Administration of first aid is recorded as it would be on school site.

Our First Aiders are:

Name	Date qualified	Date for renewal
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Matt Berry	23/11/2018	22/11/2021
Amy Browne	23/11/2018	22/11/2021
Sarah Cahill	23/11/2018	22/11/2021
Kirsty Cottrell	04/10/2018	03/10/2021
Katie Dyson	21/08/2017	20/08/2020
Toni-Anne Eagles	28/07/2017	27/07/2020
Chris Edwards-Dewey	26/03/2018	26/03/2021
Stevie-Jayne Farrell	24/11/2017	23/11/2020
Mark Matthews	29/05/2018	28/05/2021
Danica Owen	23/11/2018	22/11/2021
Tyla Owen	23/11/2018	22/11/2021
Sylvia Quaterman-Toman	23/11/2018	22/11/2021
Bryony Reck-Smith - Trainer	18/09/2020	17/09/2023
Claire Reilly	23/11/2018	22/11/2021
Victoria Scranage	17/05/2019	16/05/2022
Emily Smith	23/11/2018	22/11/2021
Anna Stelfox	21/08/2017	20/08/2020
Steve Vaughan	23/11/2018	22/11/2021
Ed Wells	23/11/2018	22/11/2021
Amy Wilkins	21/08/2017	20/08/2020
Extensions to training given due to Covid-19 all booked for update.		

Appendix 1 - Coronavirus Update

Transmission of the virus through delivering first aid

If you are likely to attend as a First Aider please read the following advice: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders> AND <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Staff to use PPE when they administering First Aid.

1. Currently no proof they can protect from Covid-19, but staff may feel protected from 'asymptomatic' people who have the virus, but not yet showing symptoms.
2. Vulnerable staff should not undertake first aid at all.
3. Cleaning equipment to be left in each classroom to enable staff to clean when necessary.
4. Soap dispensers and hand gel containers to be checked and filled daily.
5. PPE is available for all staff, both for administering first aid and for use if a known or symptomatic case is within the school grounds.

If a child, young person or member of staff becomes unwell with symptoms of COVID-19:

1. Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.
2. The person must be supported until they can be collected and taken home. They should not be left unattended.
3. The meeting room is set aside for use as an isolation room – ensure the windows are open.
4. PPE should be worn by the supervising staff member and 2m maintained. The reception toilet will need to be allocated for the sole use of the unwell person and must not be used by anyone else until it has been thoroughly cleaned.
5. The areas that they have come from, e.g. classroom, kitchens, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by learners or staff.
6. Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.

After the sufferer has been collected:

1. If the school is closed, initiate a cleansing, with usual contractor as directed by Public Health England.
2. If the school remains open, the PHE may advise to close off all places where the child / or staff member has been. In practice, this may necessitate closing the school anyway.
3. During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down.
4. PPE must be worn.
5. Soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degree wash, with detergent.
6. Toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers

The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place