First Aid Policy – Federation

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of *any updates* they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:	Amanda Westlake – Fortuna Michelle Rook - Athena
Updated on:	January 2025
Date to be reviewed:	January 2026
Date ratified at FGM:	24/2/2025

First Aid Policy purpose and aims:

The aim of our first aid policy is to ensure the health and safety of all staff, pupils and visitors. First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

Risk Assessment:

The children within our school often underestimate danger. They may have little sense of safety and can place themselves in situations that may present risk of injury or accident. Each child has a personal risk assessment, which includes reference to medical conditions.

A First Aid Risk assessment for the whole school is undertaken yearly to determine we have adequate and appropriate provision.

First Aid Resources:

Fortuna	**Athena**
First Aid is located in the First Aid Room (next to the PPA Room) This is the place to apply first aid to staff and children where possible. The room is equipped with a secure cabinet for prescribed medicines. There is a locked medical fridge in the PPA room. An in date and fully stocked, green, first aid box is secured to the wall below the secure medication cabinet. The school car and minibus have their own first aid boxes. Staff carry a small first aid pouch that is kept in each classroom for daily use (playground) and offsite trips. There are also first aid kits in the kitchen, minibus, school car, main school office and the sports barn. The appointed person checks and stocks all the kits termly apart from the classroom based ones which are stocked by the staff in the individual classes.	An in-date and fully stocked, green, first aid box is available in the first aid and medical room, which is located near the staff toilets, down the staff corridor in the main building. At the Annex, the first aid box is located in the main school office. There is also one available in the follow locations in school: ● All school vehicles ● When off-site, staff are to have a first aid box with them from the vehicles. Main Building: ● Art Room ● Food Technology room (blue catering first aid box) ● School kitchen (blue catering first aid box) ● Design Technology room

	• Science room (specialist boxes available for burns and eye injuries) • Sports hall Annex: • Staff Room • Kitchen (blue catering first aid box) • Specialised burns & eye injury boxes for use in science lessons

First Aid Box Contents:

Fortuna	**Athena**
Plasters Safety pins Triangular bandages Gloves Scissors Tape Eyewash Resuscitation masks Eye patches Bandages – various sizes Antiseptic wipes Tweezers (plastic) Burns gel and foil blankets in various first aid kits. Gauze/pads	Plasters Safety pins Triangular bandages Gloves Scissors Tape Eyewash Resuscitation masks Eye patches Bandages – various sizes Antiseptic wipes Tweezers (plastic) Burns gel and foil blankets in various first aid kits. Gauze/pads Burns gel

Responsible Persons:

Fortuna	**Athena**
The named people have received the following training. ● 1st First Aider expires July 2025 Level 3 RQF First Aid at Work ● 2nd First Aider expires November 2026 St John's level 3 First Aid at Work. Over a two year period, 10 members of staff are going to be trained in 6hr Paediatric First Aid. This will become a rolling system of requalification. ● 3rd First Aider expires June 2027 TQUK Level 3 Award in Paediatric Emergency First Aid ● 4th First Aider expires July 2027 TQUK Level 3 Award in Paediatric Emergency First Aid ● 5th First Aider expires January 2028 TQUK Level 3 Award in Paediatric First Aid All teaching assistants have an online qualification provided by High-Speed Training 'Workplace First Aid' which should be refreshed every 2 years. Our current qualification expires in June 2026	The named people have received the following first aid training: St John's 3-day First Aid at Work: Valid for 3 years ● Main Building – 1st First aider expires Sept 2025 2nd First aider June 2025 ● Annex - 1st First aider expires April 2027 All staff will attend a 6hr EFAW course, which is valid for 3 years. This will be attended within the first year at Athena.

First Aiders duties are:

- To give immediate help to casualties with common injuries or illness and those arising from specific hazards in school.
- When necessary, ensure that an ambulance or other professional help is called.
- All staff trained in first aid (EFAW or equivalent) can administer first aid treatment, a list of these people can be found in the medical folder, on the medical cupboard and on the shared drive in the First Aid folder at Fortuna, and lists are kept on the medical cabinets in the respective buildings at Athena.

Appointed person duties are:

- Taking charge when someone is ill or injured
- Looking after first aid equipment
- Restocking first aid containers
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Inform Head of School as soon as possible
- To have knowledge of a pupil's medical history and treatment they may require in an emergency i.e. asthma, epilepsy etc.
- To oversee medication administration problems and inform the Head of School as soon as possible.
- Booking other school staff onto their First Aid courses, as and when needed.
- Ensure any specific training for school is organised for relevant staff e.g Diabetes/Epilepsy

Appointed persons are first aiders however they should only give treatment for which they have received training.

Staff health issues:

Staff are expected to report any health issues that may impact on their role in school to the Senior Management Team. The Fortuna and Athena Federation has an open door approach and staff can confidentially discuss any health concerns with the Senior Management Team.

Fortuna	**Athena**
Staff are to keep their emergency contact details up to date – change of information forms are found under the safeguarding board outside the staff room, near the kitchen door.	Staff are to keep their emergency contact details up to date – change of information forms are found in the main school office. Staff's personal information regarding their medical requirements and needs are on Integris which is synced to Medical Tracker. This is only available to be seen by the main first aiders.

Hygiene/Infection Control:

Fortuna	**Athena**
All injuries/incidents for staff and pupils are recorded. **Staff:** Minor incidents are recorded in the accident book which is kept in the locked cupboard in the first aid room. Major incidents and/or where a member of staff has been injured are written into the accident book and then photocopied and taken to the Senior Administrator. The administrator records the incident on the Lincolnshire County Council Accident/Incident Report Website (Evosafe). The injured member of staff should inform a member of SLT. The photocopies are stored securely in school along with all the completed Accident/incident books in a locked cabinet in the main office. **Pupils:** All injuries are recorded in the pupils accident book, which is kept in the locked cupboard in the first aid room, and cross referenced into the blue class book. If the pupil is a looked after child or has any outside agencies involved it must also be reported on CPOMs. If a child sustains an injury during the school day which warrants cause for concern, the first aider will discuss the situation with SLT and a decision will be made about attending hospital if necessary. This should be reported in the same manner as above and reported to Lincolnshire County Council (Evosafe) by the Senior administrator. Parents will be contacted and arrangements made. Pupils personal details and medical history will be taken with them.	All injuries/incidents for staff or pupils are recorded on Medical Tracker. **Staff:** At Athena, all accidents/incidents involving staff are recorded on the Lincolnshire County Council Accident/ Incident Report Form Evosafe (PO3/FNOL). The injured member of staff should inform a member of SMT. This needs to be completed by the injured person as soon as is practical. **Pupils:** If a child sustains an injury during the school day which results in them visiting hospital then the incident needs recording on the Lincolnshire County Council Accident/incident report Evosafe (PO3/FNOL) needs to be completed in the same way as above by the first aider present. If we deem necessary, after discussion with SMT, that a child needs hospital treatment, parents will be contacted, and arrangements made. Pupil's personal details and medical history will be taken with them.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. (Yellow bags are provided for any equipment/items used that have been contaminated with bodily fluids, this is then passed to Equans staff who dispose of this in the correct way.) Staff are advised to receive the Hepatitis injection as a preventative measure.

Reporting Accidents and Record Keeping:

Pupil accidents:

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Pupil accidents are recorded by the first aider present. Parents/carers are informed of any pupils' accidents/injuries on the same day. Head Injury If a child sustains a head injury whilst in school an ice pack will be applied immediately. If there is an open wound a bandage should be applied to prevent blood loss. First aider 1 or 2 should be informed who will assess the individual. The accident book will be completed and a notification of head injury form (found in the plastic boxes in the staff foyer or on the staff shared drive in the first aid folder) will be sent home with the taxi escort. Always inform SLT of serious head injuries.	Parents/carers are advised of any pupils' accidents/injuries on the same day. This should then be evidenced on C-Poms. Notification can be sent via email to parents/carers through medical tracker. Head Injury If a child sustains a head injury whilst in school an ice pack will be applied immediately. If there is an open wound a bandage should be applied to prevent blood loss. First aider 1 or 2 should be informed who will assess the individual. Parents/carers must be spoken to and informed of the details of the head injury, to be aware of concussion symptoms, if symptoms are to get worse then further medical advice should be sort. The NHS website has information regarding signs and symptoms of concussion.

Pupil's illnesses/disease:

If a child becomes unwell in school, the staff and ultimately the Head Teacher will make the decision whether the child can be effectively looked after in school or if parents are to be contacted.

The school will refer to the "Guidance for Health Protection in Schools and Other Childcare Facilities, A Practical Guide for Staff on Managing Cases of Infectious Diseases in Schools and Other Childcare Settings" https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

AED:

Fortuna	**Athena**
Fortuna School has two defibrillators. (Mediana AED) One of which is secured to the wall in the main office near the photocopier next to the yellow concern sheets. The second is hung on the wall near the first aid kit in the entrance to the sports barn. You do not need training to use the Mediana AED, as it is designed for untrained persons. However staff are encouraged to access the eLearning on www.medianadefib.co.uk/e-learning. This talks you through step-by step directions. There is no risk of shocking a casualty in error. The appointed person will check the Mediana AED termly to ensure the pads are in date and that the battery is fully charged. The appointed person is also in charge of checking the pads are in date and when a new battery needs purchasing.	Athena school has a defibrillator which is located in the main office near the door and in the Annex building in the school office. You do not need training to use the Defibrillator, as it is designed for untrained persons. However staff are encouraged to access the eLearning on www.medianadefib.co.uk/e-learning. This talks you through step-by step directions, so there is no risk of shocking a casualty in error. An appointed person will check the devices termly and ensure they are up to date with the pads/batteries etc.