



Policy	First Aid and Medical
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This document consists of:

Trust Policy on First Aid and Medical Treatment
Template for Academy First Aid and Medical Treatment Arrangements, for completion and approval locally for each academy

1. Legal Background

- 1.1 The Eastern Multi-Academy Trust ("the Trust") is responsible for the health and safety of pupils in their care under a range of legislation; the Health and Safety at Work Act etc. 1974 in particular. There are restrictions on what staff may be asked to do, however, teachers and other staff in charge of students have a common law duty to act as any reasonably prudent parent would to make sure that students are healthy and safe on any of the academies' premises and this might, in exceptional circumstances, extend to taking action in an emergency. This duty also extends to teachers leading activities taking place off the academies' sites, such as educational visits, outings or field trips.
- 1.2 The Trust Health and Safety Policy Statement (contained in the Trust Policy on Health and Safety) supports the delivery of this responsibility.

2. Background

- 2.1 The Trust will provide adequate and appropriate first aid provision at all times when there are people on the Trust's premises and for staff and students; ensuring:
 - Sufficient numbers of trained personnel as appointed persons and First Aiders to meet the needs of each Academy - there will be at least one appointed person or First Aider person on the premises at any one time.
 - Sufficient and appropriate resources and facilities are available in each Academy.

- HSE regulations on the reporting of accidents, diseases and occurrences are met.
- To identify the first aid needs of each Academy in line with the Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the Trust's academies' premises and also off the premises whilst on educational visits.
- To maintain a record of that training and review it annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide awareness of health and safety issues on educational visits, to prevent where possible potential dangers or accidents.
- To inform staff and parents of first aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to the Education Funding Agency (EFA).

2.2 Within the Academy Booking Terms and Conditions, it is the responsibility of any Hirer of academy facilities to ensure adequate First Aid and medical support is available for their event.

3. Risk Assessment

- 3.1 A formal risk review of the Trust's First Aid Policy is done annually.
- 3.2 Risk is assessed regularly by the person responsible for Health and Safety in each academy.
- 3.3 Departments which are classed as higher risk; e.g. Science, Technology and P.E. have their own risk assessments which are also reviewed annually.

4. First Aid Staff

- 4.1 Each Academy will have a First Aid Co-ordinator as well as a number of other qualified First Aiders and Approved Persons. (A list of qualified First Aiders and Approved Persons will be retained in Academy office). The First Aid Coordinator will maintain this list and organise first aid training as required.
- 4.2 Staff should refer students who have had an accident, or have developed medical problems, to a registered First Aider, who will either return the student to the classroom or treat them appropriately. In an emergency, staff should call for First Aid support and give assistance as necessary and if appropriate. All staff are covered legally if they make an error while acting in good faith.

First Aiders

- 4.3 First aiders are members of staff who have been trained in accordance with standards set by the HSE.

Prior to becoming trained, staff will be selected taking into account their:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties; these should be such that they may be left to go immediately and rapidly to an emergency.

4.4 On completion of their training, the HSE suggests that first aiders need to be able to apply the following competencies:

- a) the ability to act safely, promptly and effectively when an emergency occurs at work;
- b) the ability to administer cardio-pulmonary resuscitation (CPR) promptly and effectively;
- c) the ability to administer first aid safely, promptly and effectively to a casualty who is unconscious;
- d) the ability to administer first aid safely, promptly and effectively to a casualty who is wounded or bleeding;
- e) the ability to administer first aid safety, promptly and effectively to a casualty who:
 - has been burned or scalded;
 - is suffering from an injury to bones, muscles or joints;
 - is suffering from shock;
 - has an eye injury;
 - may be poisoned;
 - has been overcome by gas or fumes.
- f) the ability to transport a casualty safely as required by the circumstances of the workplace;
- g) the ability to recognise common major illness and take appropriate action;
- h) the ability to recognise minor illnesses and take appropriate action;
- i) the ability to maintain simple factual records and provide written information to a doctor or hospital if required.

4.5 First aiders will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular;

- a) the importance of personal hygiene in first aid procedures;

- b) the legal framework for first aid provision at work;
 - c) the use of first aid equipment provided in the workplace;
 - d) the role of the first aider in emergency procedures.
- 4.6 To ensure these competencies are maintained, First Aid at Work certificates are only valid for three years and refresher training is required prior to their expiry. Once the certificate has expired the person is no longer a 'first aider' and full training will be required, if they wish to remain in this role.
- 4.7 While the Regulations do not specify the number of first aiders required, the Approved Code of Practice (ACOP) suggests that one first aider when 50 staff are employed with a sliding scale for larger organisations such as an educational establishment.
- 4.8 Whilst the provisions do not specifically apply to members of the public e.g. pupils/students and visitors, as they are not at work, governmental guidance and good practice would suggest that they are taken into account when assessing need, this aspect has been considered when deciding on the number of first aiders for the Academy.

Appointed persons

- 4.9 Where first aiders are not available, or not considered a requirement, the relevant manager has a responsibility to appoint a person, or persons, to take charge of the first aid arrangements.
- 4.10 These appointed persons do not have to be formally trained, but need to have sufficient knowledge and information on the first aid provisions to be able to take charge.
- 4.11 To satisfy the assessed need at each site appointed persons will be available to take charge of the situation at times when a first aider is not deemed necessary, including;
- Out of normal hours, a member of the site team will be appointed
 - On educational visits, the visit leader will be appointed

5. First Aid Provision

- 5.1 First Aid facilities are available in each Academy. First Aid boxes are also located in classrooms where practical subjects are taught, e.g. Technology, Science, Food Sciences PE. First Aid supplies will be provided for staff in charge of trips and visits.

6. Illness and Minor Injury

- 6.1 Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the MIS Manager as soon as these are known.
- 6.2 Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send a student to alert a First Aider for assessment and care.
- 6.3 If necessary, having first informed a member of the Senior Management/Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an ill student home.

7. Emergency and Serious Injury

- 7.1 Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, any member of staff who may call an ambulance in an emergency. The First Aider will contact the parents/guardians to tell them of their child's injury and whereabouts so that they can go to the hospital. If necessary, the First Aid team may delegate this task to another member of staff. The hospital staff will decide whether to treat the child before the parents arrive.
- 7.2 In the case of a very serious accident or injury the Managing Critical Incidents Policy's procedures will be carried out.

8. Automated External Defibrillators (AED)

- 8.1 A defibrillator is used in circumstances where a person's heart goes into ventricular fibrillation (VF) which is a disruption to the heart's electrical activity causing the heart to beat chaotically preventing it from pumping blood around the body. A person in VF can suddenly collapse and lose consciousness. A defibrillator is used to deliver an electric shock to restore the heart to normal rhythm.
- 8.2 Each school will have access to a defibrillator.
- 8.3 You do not need to be a trained first aid or medical professional to use the AED as the device uses voice prompts and visual indicators to guide the assistor through the resuscitation sequence when using the defibrillator. The Trust can provide training to staff on the correct use of the AED.

9. Record keeping

- 9.1 The First Aiders will log all visits to First Aid by students and this information will also be transferred as an "event" entry on the student's individual data file on

MIS **What about Pupil Asset?** For accidents/injuries, the First Aider on duty will also make an entry in the Accident Book and **ensure parent are informed through the academy's system.**

- 9.2 Staff must make an official record of any injury, minor or major, or 'near miss' in the Accident Book. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to the Health and Safety Officer. Any such injuries must be reported on a RIDDOR form (held in the Building Manager's office) followed by an in-depth Health and Safety report.

10. Reporting an Accident

- 10.1 Any first aid treatment given on the Academy's premises or as part of a school related activity should be reported to, and recorded on, an incident report form.

- 10.2 First Aid treatment should be recorded to include;

- Date, time and place of incident.
- Name/age of the injured or ill person.
- Home address of person.
- Location of incident and environment.
- Occurrence.
- Full details of the resulting injury/illness and what first aid was given.
- What happened to the person immediately afterwards
- Action needed/required.
- Any RIDDOR requirements
- Name and signature of the person dealing with the incident.

- 10.3 Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.

11. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

- 11.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. These include;

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from; carrying out their normal work for more than 3 days.

- 11.2 The First Aid Co-ordinator will provide the Principal and Business Manager with an analysis of the term's incidents to see if there are any problem areas. This information will also be given to the relevant Head(s) of Department. The First Aider on duty will contact parents first by phone if they are available, then by note, to report any seemingly minor injury, e.g. sprains or twists, which the parent may choose to have examined by a doctor.

12. Information about Students' Medical Conditions

- 12.1 It is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, during the first half of the Autumn term, all parents will be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.
- 12.2 Information from parents may be received by the Academy in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with tutors. This information should be passed immediately to the **data** Manager to add to the database. A medical register will be produced at the start of every term in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the Academy has a completed sheet for their child).
- 12.3 **In the event of first aid being required, the academy will check the child's medical records for allergies.**
- 12.4 The Child Protection Co-ordinator must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.
- 12.5 Detailed information on medical conditions and emergency contacts will be issued to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date.

13. Students with Medical Needs

- 13.1 Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. **Where required, individual health care plans will be put into place together with relevant professional support.**
- 13.2 It is the parents' responsibility to inform the Academy about the child's medical condition and requirements. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith
- 13.3 With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. Pastoral staff will talk in confidence to each of the child's regular

teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.

- 13.4 When the student goes out of the Academy, for example on work experience, the placement must be informed.

14. First Aid Procedure

- 14.1 This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the Trust will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.
- 14.2 All organisations, including educational establishments, should develop and formalise procedures for dealing with first aid, based upon an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.
- 14.3 The First Aid Coordinator in conjunction with the Principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.

15. Emergency Procedure for Major Incidents

- 15.1 In the event of an emergency or if an at risk student/person falls ill then member of staff at the incident must;
- Call 999.
 - Summon a First Aider/Pastoral Support.
 - Emergency treatment should be delivered.

16. Assessment of Need

- 16.1 Each Academy has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient. Areas that have been considered include:
- Hazards presented by the work;
 - Level of risk presented by hazards;
 - Number and nature of staff;
 - Number and nature of pupils/students;
 - Number of premises;
 - Location of premises;
 - Accident history;
 - Travelling, remote and lone workers;
 - Staff working on shared or multi-occupied sites;
 - Leave of first aiders and appointed persons; □Out of hours community use;
 - Shift working.

ANNEX 1 - TEMPLATE FOR LOCAL FIRST AID PROCEDURES

These procedures for First Aid and Medical treatment at [Insert name] form part of the Eastern Multi-Academy Trust First Aid and Medical Policy

1. First Aid Procedure

- 1.1 This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the Trust will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.
- 1.2 All organisations, including educational establishments, should develop and formalise procedures for dealing with first aid, based upon an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.
- 1.3 The First Aid Coordinator in conjunction with the Principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.

2. Assessment of Need

- 2.1 The First Aid Coordinator in conjunction with the Principal has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient. Areas that have been considered include:
 - Hazards presented by the work;
 - Level of risk presented by hazards;
 - Number and nature of staff;
 - Number and nature of pupils/students;
 - Number of premises;
 - Location of premises;
 - Accident history;
 - Travelling, remote and lone workers;
 - Staff working on shared or multi-occupied sites;
 - Leave of first aiders and appointed persons; Out of hours community use;
 - Shift working.
- 2.2 Following the assessment, and using the information gathered the provision detailed below has been determined.
- 2.3 Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid

provision should form part of the arrangements for offsite work and educational visits.

3. First Aid Provision

3.1 The First Aid Co-ordinator is located . **INSERT LOCATION / ROOM** A First Aid treatment room **(Room XX)** is sited **INSERT LOCATION** and is available for persons who require such a facility.

4 First Aid Rooms

4.1 The site has a first aid room, which will;

- be adequately stocked with first aid equipment
- be accessible to stretchers
- be clearly sign-posted
- be provided with a couch, a desk, a chair and any necessary additional equipment
- a telephone
- have washable surfaces and adequate heating, ventilation and lighting
- be kept clean, tidy, accessible and available for use at all times when staff and students are on site
- be positioned as near as possible to the point of access for transport to hospital
- display a notice in the room advising of the names, locations, and, if appropriate telephone extensions of first aiders and how to contact them

The designated person must check all first aid equipment is in date and stocks replenished.

4.2 The first aid room will be provided with or have ready access to the following;

- a sink with hot and cold running water
- a water closet
- drinking water and disposable cups
- soap and paper towels
- foot operated refuse containers lined with disposable yellow clinical waste bags, or a container suitable for the safe disposal of clinical waste
- blankets.

5 Equipment

5.1 Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work)

- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- One pair of disposable gloves

5.2 These additional materials are also available:

- Aprons
- Gloves
- Resuscitate
- Wipes
- Sterile water/saline (where mains water is not available)
- Clinical waste bins/bags
- Bio hazard disposal pack.

5.3 Tablets and medication of any description will not be kept as part of the first aid provision.

5.4 Current Locations:

- First Aid Room
- PE Office
- Science Classrooms and Prep Rooms
- D&T Classrooms and Technician Area
- Art Office
- Food Technology Classrooms
- Kitchen
- Minibuses

5.5 All first aiders are also issued with a grab bag containing an appropriate selection of first aid equipment.

5.6 A centralised stock is also available to enable the first aiders to restock the first aid boxes, as and when necessary. The stock will be held by the First Aid Coordinator to whom requests for additional supplies should be made using the request form. The Departmental Technicians will check and refill their First Aid boxes on a regular basis and must request supplies from the First Aid Coordinator.

5.7 The First Aid Coordinator also holds a grab bag containing an appropriate selection of first aid equipment for use by educational visits leaders.

5.8 The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.

- 5.9 Managers who identify a need for specific additional equipment should seek approval from the First Aid Coordinator prior to purchase to ensure it is in accord with the standards and appropriate for use at the site.

6 Travelling first aid kits

- 6.1 Where departmental activities necessitate the need for travelling, staff should to be provided with first aid equipment. The following items are considered suitable provisions;
- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
 - Six individually wrapped sterile adhesive dressings
 - One large sterile unmedicated dressing – approximately 18cm x 18cm
 - Two triangular bandages
 - Two safety pins
 - Individually wrapped moist cleansing wipes
 - One pair of disposable gloves
- 6.2 A properly stocked first aid kit will always be carried in the mini buses.
- 6.3 First Aid supplies will be provided for staff in charge of trips and visits by the First Aid Co-ordinator, who needs to be advised in advance of the trip.
- 6.4 **The trip leader must ensure that the medical notes for all children together with any required medication is taken on the trip**

7 Defibrillator

- 7.1 The academy has acquired / has access to an automated external defibrillator (AED). It is located INSERT LOCATION
- 7.2 A defibrillator is used in circumstances where a person's heart goes into ventricular fibrillation (VF) which is a disruption to the hearts electrical activity causing the heart to beat chaotically preventing it from pumping blood around the body. A person in VF can suddenly collapse and lose consciousness. A defibrillator is used to deliver an electric shock to restore the heart to normal rhythm.
- 7.3 You do not need to be a trained first aid or medical professional to use the AED as the device uses voice prompts and visual indicators to guide the assistor through the resuscitation sequence when using the defibrillator. The Trust can provide training to staff on the correct use of the AED.

8 Illness and Minor Injury

- 8.1 Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the [Insert Job Title] as soon as these are known.

8.2 Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send the student to **Reception** who will alert First Aid for assessment and care. If the injury is serious and the student cannot walk, the teacher must contact either First Aid on **INSERT NUMBER** or the First Aid Co-ordinator on **INSERT NUMBER** for assistance. In the First Aid Co-ordinator's absence, another First Aider will be responsible for calls to **INSERT NUMBER**. Reception staff may contact other available First Aiders. A First Aid rota is in operation from **7:30 a.m. to 5:50 p.m.** (The First Aid Rota is published in the Academy central administration office).

8.3 All injuries will be attended to in the First Aid treatment room. If necessary, having first informed a member of the Senior Management/Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an ill student home.

9 **Emergency and Serious Injury**

9.1 Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, any member of staff who has obtained an Appointed Persons First Aid qualification may call an ambulance if required. The First Aid Co-ordinator or a member of the First Aid Team will contact the parents to tell them of their child's injury and whereabouts so that the parents can go to the hospital. If necessary, the First Aid team may delegate this task to another member of staff. The hospital staff will decide whether to treat the child before the parents arrive.

9.2 In the case of a very serious accident or injury, the Emergency Policy's procedures will be carried out.

10 **Head Injuries**

10.1 Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

10.2 If the injury is minor, all head injuries should be monitored closely and a head injury form should be completed and given to parents. Serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements).

11 **Record keeping**

11.1 The First Aiders will log all visits to First Aid by students on the First Aid department **daily log sheet** and this information will also be transferred as an "event" entry on the student's individual data file on **MIS**. For accidents/injuries, the First Aider on duty will also make an entry in the Accident Book. The Accident book containing blank forms is held in the **First Aid treatment room** and may be accessed by any member of staff at any time of day or night. The

First Aid log sheets and completed Accident Book sheets for the Central Administration (Room XX), current academic year are held in files in Central Administration storage. with previous years' files being archived to

- 11.2 Staff must make an official record of any injury, minor or major, in the Accident Book which is kept in the First Aid treatment room. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to the Health and Safety Officer, **INSERT NAME**.

Any such injuries must be reported on a RIDDOR form (held in the Building Manager's office) followed by an in-depth Health and Safety report.

12 Reporting an Accident

- 12.1 Any first aid treatment given on the Academy's premises or as part of a school related activity should be reported to and recorded on an incident report form.

- 12.2 First Aid treatment given by first aiders should be recorded to include;

- Date, time and place of incident.
- Name/age of the injured or ill person.
- Home address of person.
- Location of incident and environment.
- Occurrence.
- Full details of the resulting injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Action needed/required.
- Any RIDDOR requirements
- Name and signature of the person dealing with the incident.

- 12.3 Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.

- 12.4 Incident Report forms are available from **[Insert Job Title]** and should be filled in with precise detail containing all the required information.

- 12.5 Accidents involving pupils should also be recorded on the pupil's MIS record.

13 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

- 13.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

These include;

- Accidents resulting in death or major injury.

- Accidents which prevent the injured person from; carrying out their normal work for more than 3 days.

13.2 RIDDOR reports must be carried out by the [Insert Job Title] with the member of staff concerned. The [Insert Job Title] is responsible for reporting serious accidents to the Trust's governing body. Accidents are discussed at Finance and Premises meetings.

13.3 The First Aid Co-ordinator will provide the Principal with an analysis of the term's incidents to see if there are any problem areas. This information will also be given to the relevant Head(s) of Department. The First Aider on duty will contact parents first by phone if they are available, then by note, to report any seemingly minor injury, e.g. sprains or twists, which the parent may choose to have examined by a doctor.

14 Information about Students' Medical Conditions

14.1 It is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, during the first half of the Autumn term, all parents will be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.

14.2 Information from parents may be received by the Academy in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with tutors. This information should be passed immediately to the [Insert Job Title] to add to the database. A medical register will be produced at the start of every term by the [Insert Job Title] in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the [Insert Job Title] has a completed sheet for their child).

14.3 The Child Protection Co-ordinator must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.

14.4 The Central Administration Assistant will issue detailed information on medical conditions and emergency contacts to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date. Leaders can obtain copies of the declarations from the Central Administration Assistant.

15 Students with Medical Needs

15.1 Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical

needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

- 15.2 It is the parents' responsibility to inform the Academy about the child's medical condition and requirements. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. The **Tutor/Pastoral Team** must alert the First Aid Co-ordinator when a student is discovered to have medical needs. The First

Aid Co-ordinator will liaise specifically with the parent to obtain as much information as possible and ensure the **[Insert Job Title] has the information for the MIS database.**

- 15.3 With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. The Pastoral Team will talk in confidence to each of the child's regular teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.

- 15.4 When the student goes out of the Academy, for example on work experience, the placement must be informed.

16 **Emergency Procedure for Major Incidents**

- 16.1 In the event of an emergency or if an at risk student/person falls ill then member of staff at the incident must;

- Call 999.
- Summon a First Aider/Pastoral Support.
- Emergency treatment should be delivered.

- 16.2 If 999 is called the following information must be given;

- The Academy's telephone number **INSERT.**
- The Academy's address; **INSERT ADDRESS.**
- Give your name.
- Name of casualty and symptoms/any known medical condition.
- Inform ambulance control of the best entrance e.g. main reception entrance.
- If an ambulance is called to the main reception, **INSERT NAME** should be informed and a member of staff should go to the entrance to give directions to the ambulance crew.
- If the emergency services are called the parent of the casualty will be telephoned by Pastoral Support or a member of **INSERT NAME** as soon as is practicable.

17 **Hygiene**

- 17.1 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages must be notified to a site maintenance assistant who will follow the correct procedure.
- 17.2 Hands must always be washed before and after giving first aid.
- 17.3 Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.
- 17.4 Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible areas should be cleaned up with absorbent powder specifically for body fluids.
- 17.5 Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.
- 17.6 Exposed cuts or abrasions should always be covered.
- 17.7 In the event of wide spread viral/bacterial infections across the Academy the following actions will be taken:
- The Academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
 - The guidance materials will also be used to communicate the information to students, as well as displaying posters around the Academy site.

ANNEX 1 TO [INSERT ACADEMY NAME] LOCAL FIRST AID PROCEDURES

First Aid at Work qualified staff

Name	Location	Expiry Date

