



**The Park Federation Academy Trust
The Godolphin Junior Academy**

First Aid Policy

Approval

Approved by CEO and Federation Principal on behalf of the Board of Directors	Approved by the Chair of the Academy Council, Chris Duffy
Date of approval	September 2022
Date of review	August 2023

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.

Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Contents

1	Introduction	4
2	Arrangements for First Aid	4
3	Procedures for First Aid	5

4	Reassessment of First Aid Provision	7
5	Appendix A: HSE Recommendation on First Aid Kits	8

Section 1: Introduction

The Godolphin Junior Academy (TGJA) accept its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE).

TGJA's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Section 2: Arrangements for First Aid

TGJA will have designated first-aiders who are responsible for administering First Aid at the academy. A first-aider is someone who has done training appropriate to the level of need as identified by the academy.

A list of all first-aiders will be prominently displayed in locations around the building. All lunchtime First Aiders will wear high visibility bids.

The main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance is called.

The school will provide materials, equipment and facilities as set out in the DfE's '*Guidance on First Aid for schools*'.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At TGJA, this room will be referred to as the **Medical Room**.

The location of First Aid kits at TGJA will be:

- The Medical Room
- The Café
- Principal's office
- Reception
- Year 5/6 Building 1 upstairs and 1 down.
- By the sink on year 4 corridor
- ICT Suite/Music Room 1 box

All First Aid kits must be marked with a white cross on a green background.

Defibrillator is located in the Medical Room

Ambulance wheelchairs are located in the on the wall near stairs on Year 4 Corridor, The Medical Room Year 3 corridor and one in Year 6 near the lift.

The persons responsible for checking the contents of First Aid kits and restocking them as soon as possible after use is **Ms Jackie Knight – Welfare Officer**

All staff will be informed of the First Aid arrangements through this policy, and training as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

Section 3: Procedures for First Aid

A designated First Aider **must be consulted** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break

- Stings: bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a designated First Aider **must be consulted** to treat pupils who are known to have a specific illness e.g. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On no account must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

Major Injuries/Serious Illness

In the event of **major injury or where a child has a specific illness**, a designated First Aider should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury/illness require medical assistance (e.g. ambulance, hospital visit), a member of the office staff and the Principal should be contacted immediately. In an emergency, an ambulance should be called without delay.

Minor Injuries/Illness

Incidents of minor injury or illness during the day should be treated as follows:

- **Lesson times:** children may be sent to the Medical Room for an assessment of the severity of any illness or injury and appropriate action will be taken.
- **Playtimes:** children may be brought to the Medical Room for treatment.
- **Lunchtimes:** The Lunchtime Supervisor is responsible for First Aid and may contact other First Aiders for support.

For all instances where a child has suffered an injury other than minor cuts/grazes, a telephone call should be made to the child's parent/carer. Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Principal or, in her absence, by a senior member of staff.

In the event of minor injury, the class teacher must be informed so that they can liaise with parents/guardians at the end of the school day. Additionally, a copy of any record made in the First Aid book should be sent home (see below).

Covid 19

All first aiders must make sure that they regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

In line with government advice, it is imperative that all first aiders wash their hands or use an alcohol gel, before and after treating a casualty also ensure that they don't cough or sneeze over a casualty when you are treating them.

The Welfare Assistant/First Aider must:

- PPE must be worn when a first aider is providing treatment that requires them to be less than 2 m from a person: gloves, apron, face mask/face shield.
- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

If a child or adult presents with symptoms of Covid 19

If a child reports they are feeling hot and there is no obvious reason for this reported sensation such as excessive running around on a warm day, the child's parents/carers are contacted immediately.

The Welfare Assistant will not be required to take the child's temperature. A child selfreporting hotness will be enough to necessitate a phone call home.

While waiting for the child to be collected, the child waits in your designated isolation room. Similar approach for staff members but they would simply go home.

2. If a child has a new, continuous cough and/or reports loss of taste/smell, the child's parents/carers are contacted immediately. The Welfare Assistant will not be required to take the child's temperature.

While we are waiting for the child to be collected, the child waits in your designated isolation room. Similar approach for staff members but they would simply go home. Once the isolation room has been vacated, the room will be cleaned thoroughly by the site/cleaning team. The site/cleaning team will be required to wear PPE.

Reporting of Incidents

All incidents requiring First Aid (whether minor or major) must be recorded in the First Aid book. This is situated in the Medical Room. It also needs to be logged on Medical Tracker.

Hygiene Procedures

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water.

- Ensure that you wash your hands.
- Dispose of any blood stained waste in a plastic bag and put in the **yellow** covered waste bin in the Medical room.

Staff **must** wear disposable gloves when toileting or dealing with blood or body fluids. Wherever a first aid kit is kept, there should also be access to disposable gloves, disposable aprons, body wipes and anti-bacterial spray.

Class Medical List

Every class must have a Class Medical List and a list of pupils with specific dietary requirements.

The medical lists for each class are available on 'Staff Documents' for staff to access, they are regularly checked and updated.

It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill.

Kitchen staff /Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

The Kitchen has a list of children who suffer allergies and have medications in school.

Section 4: Reassessment of First Aid provision

The Principal/Executive Principal, Chief Operating Officer and Academy Council should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate

Appendix A: HSE Recommendation on First Aid kits

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound

- dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

Appendix B: List of Designated First Aiders

FIRST AID TRAINING												
Forename	Surname	First Aid at Work (3 Days)	Emergency First Aid at Work with Paediatric Elements	Paediatric First Aid (2 Days)	Anaphylaxis including adrenaline auto-injector training 04.01.2022	Asthma Recognition and Management (done as part of EFAW Training 02.09.2021)	Basic Life Support & Safe Use of an AED (defibrillator) 04.01.2022	Buccolam & Epilepsy Training 19.11.2021	Team Teach Training	Mental Health Lead (Safeguarding and Online Safety)	Youth Mental Health First Aiders	Mental Health First Aid (ADULT)
Shabana	Ahmed		Expires 01/09/2024			Expires 01/09/2024						
Surrinder	Ahmed		Expires 01/09/2024		Expires 03/01/2025	Expires 01/09/2024	Expires 03/01/2025					
Samina	Ahsan		Expires 02/09/2023			Expires 02/09/2023						
Nadia	Akhtar		Expires 01/09/2024		Expires 03/01/2025	Expires 01/09/2024	Expires 03/01/2025					
Claudia	Balague		Expires 02/09/2023			Expires 02/09/2023						
Jasdeep	Bansel								Expires 05/11/2024			
Linda	Bertie		Expires 01/09/2024		Expires 03/01/2025	Expires 01/09/2024	Expires 03/01/2025					
Riccardo	Cannon	Expires 23/03/2024										
Sally	Clayton										Expires 01/04/2024	
Russell	Crewe	Expires 22/06/2024										
Ian	Dallibar			Expires 16/09/2023							Expires 01/03/2022	
Sandhya	Das				Expires 03/01/2025		Expires 03/01/2025		Expires 11/10/2024			
Dhanashri	Dhoke		Expires 01/09/2024		Expires 16/09/2022	Expires 01/09/2024						
George	Graham	Expires 13/06/2022			Expires 03/01/2025		Expires 03/01/2025	Expires 18/11/2022			Expires 01/03/2022	
Kausar	Hussain		Expires 01/09/2024			Expires 01/09/2024						
Shabnam	Idris		Expires 02/09/2023		Expires 03/01/2025	Expires 02/09/2023	Expires 03/01/2025					

DOCUMENT UNCONTROLLED WHEN PRINTED

Forename	Surname	First Aid at Work (3 Days)	Emergency First Aid at Work with Paediatric Elements	Paediatric First Aid (2 Days)	Anaphylaxis including adrenaline auto-injector training 04.01.2022	Asthma Recognition and Management (done as part of EFAW Training 02.09.2021)	Basic Life Support & Safe Use of an AED (Defibrillator) 04.01.2022	Buccolam & Epilepsy Training 19.11.2021	Team Teach Training	Mental Health Lead (Safeguarding and Online Safety)	Youth Mental Health First Aiders	Mental Health First Aid (ADULT)
Nicola	Iqbal		Expires 01/09/2024		Expires 03/01/2025	Expires 01/09/2024	Expires 03/01/2025		Expires 11/10/2024		Expires 01/05/2024	
Mandeep	Kaur		Expires 01/09/2024			Expires 01/09/2024						
Sariah	Khan		Expires 02/09/2023			Expires 02/09/2023		Expires 18/11/2022				
Jackie	Knight		Expires 28/03/2023		Expires 03/01/2025	Expires 28/03/2023	Expires 03/01/2025	Expires 18/11/2022				
Rani	Lakha											Expires 21/07/2024
Amy	Lewis		Expires 02/09/2023		Expires 03/01/2025	Expires 02/09/2023	Expires 03/01/2025				Expires 01/09/2022	
Faisa	Mahmud Nuh		Expires 01/09/2024			Expires 01/09/2024						
Shoba	Patel		Expires 02/09/2023			Expires 02/09/2023					Expires 01/04/2024	
Mark	Petley	Expires 29/09/2024										
Letitia	Powell									Expires 19/07/2024		
Anjana	Rajagopal							Expires 18/11/2022				
Zahraa	Rauf		Expires 02/09/2023		Expires 03/01/2025	Expires 01/09/2024	Expires 03/01/2025					
Hameeda	Riasat		Expires 01/09/2024			Expires 01/09/2024						
Jeannette	Ring										Expires 01/04/2024	
Soma	Saha		Expires 01/09/2024		Expires 03/01/2025	Expires 01/09/2024	Expires 03/01/2025					
Alka	Sharma		Expires 02/09/2024			Expires 01/09/2024						
Isabelle	Tudor		Expires 01/09/2023			Expires 01/09/2023					Expires 01/04/2024	

DOCUMENT UNCONTROLLED WHEN PRINTED