



# **Park School Teaching Service**

Part of Bolton Impact Trust

## First Aid Policy

<b>Reviewed By</b>	<b>Hazel Banks</b>
<b>Last Reviewed</b>	<b>June 2021</b>
<b>To be reviewed</b>	<b>June 2022</b>

## **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our academies.

This policy sets out the overarching Trust Wide principles in relation to First Aid. Each individual academy has specific procedural guides as to how First Aid is managed at an individual academy level.

**The Trust has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents.**

## **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the Academy and on visits

## **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in each Academy, are trained in accident reporting and shown where first aid supplies are stored.

This policy is annually reviewed and updated.

## **Conclusion**

The administration and organisation of first aid provision is taken very seriously at the Bolton Impact Trust. There are regular procedures that check on the safety and systems that are in place in this policy.

## **First Aid Policy Guidelines**

### **First aid in Academy**

At the Bolton Impact Trust, we ensure that there is at least one emergency first-aider trained in each of our Academy sites at all times during the Academy day. This is to ensure that all areas of all Academies have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

Lists of first aiders are placed in the reception area of each Academy and at other locations throughout each building.

When children are taking part in off-site visits, we ensure wherever possible that a first-aider accompanies all groups.

### **Training**

Academy leads ensure that there is always an adequate number of staff trained to provide first aid and also that training records are maintained.

### **Roles and Responsibilities**

The main duties of a first aider in Academy are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at Academy
- When necessary, ensure that an ambulance or other professional medical help is called.

## **Appointed Persons**

The Academy Lead is the appointed person within the Academy to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Academy Lead the senior teachers will carry out this role.

## **First Aid Facilities**

Each Academy has a designated medical room and first aid cabinets, the location of which are set out in the local procedural guidelines.

These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The Academy has travelling first-aid containers used for off-site visits. These are kept in the staff room and on the minibus, and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

## **Accident and Injury Reporting**

All first-aid incidents should be recorded on the Academy's CPOMS system. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the head teacher or senior teacher who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the academy lead.

## **Calling the emergency services**

In the case of major accidents, it is the decision of the academy / senior teacher in charge if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the Academy

In the event of the emergency services being called, a member of the Admin staff or another member of staff, should wait by the Academy gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the Academy office.

## **First Aid Policy – Procedural Guide**

This procedural guide sets out the First Aid procedures which apply at an individual academy level and should be read in conjunction with the overarching Trust Wide First Aid Policy.

**Academy:** Park School Teaching Service – Roscow Fold site

**Academy Lead:** Mrs H Banks

**Trained First Aiders:** Mrs H Banks  
Mr G Webb  
Mrs N Elias  
Mrs K Peart  
Ms S Cotter  
Ms E Bamber  
Mrs G Coxon  
Ms R Beattie  
Mr P Bennett  
Mr I Newsham  
Ms R Critchley  
Mr K Heyes  
Ms J Gregory  
Ms J Robinson

**Location of First Aid Boxes:** Academy Lead's office  
Kitchen  
Staff room

**Location of medical room** Staff room

**Procedures specific to this Academy:** Contact Camhs as well as parents if relevant  
Portable first aid kits when students off site  
Portable first aid kits in staff vehicles

**Academy Address:** Stephens St, Brightmet, Bolton BL2 5DX

**Telephone:** 01204 333700

## **First Aid Policy – Procedural Guide**

This procedural guide sets out the First Aid procedures which apply at an individual academy level and should be read in conjunction with the overarching Trust Wide First Aid Policy.

**Academy:** Park School Teaching Service – Wellbeing Centre

**Academy Lead:** Mrs H Banks

**Trained First Aiders:** Mrs H Banks  
Mr G Webb  
Mrs N Elias  
Mrs K Peart  
Ms S Cotter  
Ms E Bamber  
Mrs G Coxon  
Ms R Beattie  
Mr P Bennett  
Mr I Newsham  
Ms R Critchley  
Mr K Heyes  
Ms J Gregory  
Ms J Robinson

**Location of First Aid Boxes:** Academy Lead's office  
Kitchen  
Upstairs classroom

**Location of medical room** Home room

**Procedures specific to this Academy:** Contact Camhs as well as parents if relevant  
Portable first aid kits when students off site  
Portable first aid kits in staff vehicles

**Academy Address:** 33-35 Chorley New Rd, Bolton BL1 4QR

**Telephone:** 01204 937116