



# Bolton Impact Trust

## First Aid Policy

<b>Reviewed By</b>	<b>R Leonard</b>
<b>Last Reviewed</b>	<b>March 2018</b>
<b>Approved by/when</b>	<b>Trust Central Team June 2021</b>
<b>To be reviewed</b>	<b>June 2023</b>

## **Rationale**

All children and adults in our care across Bolton Impact Trust need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in each of 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. See appendix at the end of the policy.

### **The Trust and its academies have separate policies for**

- **Supporting pupils with medical needs**
- **Children with Health Needs who cannot attend school**
- **Reporting 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 during off site 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 reviewed annually and updated accordingly.

## **Conclusion**

The administration and organisation of first aid provision is taken very seriously at 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 Bolton Impact Trust, we ensure that there is at least one emergency first-aider trained in each of our academies 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 office/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 the first aiders in our academies 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 any of our academies
- 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 to call the emergency services if required. In the absence of the academy lead, a member of the leadership team 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 academies have travelling first-aid containers, which are used for off-site visits. These are kept in the academy office or staff room and on the minibuses, 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 academy lead or DSL 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 lead/ member of the senior leadership team 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:** Youth Challenge Primary

**Academy Lead:** Mrs Louise Buchanan

**Trained First Aiders:** Mrs V Rudge Mr J Allen

#### **Location of First Aid Boxes**

- Mentoring room
- Classroom
- Kitchen
- Corridor
- Travel ones

**Location of medical room:** Kitchen/dining room

#### **Procedures specific to this Academy:**

All minor first aid incidents are logged in Primary.

Serious incidents – forms are held centrally and reported to the council via relevant system.

We administer medicine to pupils with parental permission which is gained on admission.

We provide first aid to all pupils when necessary.

Academy Address: Smithills Dean Road, Bolton BL1 6JT

Telephone: 01204 338557