



The Khalsa Academies Trust

First Aid Policy

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Statement of Intent

The Khalsa Academies Trust is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, learners and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the academy in regard to all staff, learners and visitors.

The academy will take every reasonable precaution to ensure the safety and wellbeing of all staff, learners and visitors.

Aims

This policy aims to:

- Ensure that the academies have adequate, safe and effective first aid provision for every learner, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and learners are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the academy when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the academy site.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting learners at academy with medical conditions'
- DfE (2000) 'Guidance on first aid for academy's'
- DfE (2019) 'Automated external defibrillators (AEDs)'

The policy is implemented in conjunction with the following academy policies:

- Health and Safety Policy
- Administering Medication Policy
- Supporting Learners with Medical Conditions Policy
- Behavioural Policy
- Safeguarding Policy
- Lone Working Policy
- Educational Visits and Academy Trips Policy

Roles and responsibilities

The Trust Board are responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the academy specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the academy based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the academy site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for learners and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the academy.

The Head of School/ Principal is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents/ carers are made aware of the academy's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all learners and staff are aware of the identities of the academy first aiders and how to contact them if necessary.

The Medical Officer at each academy is responsible for:

- Overseeing the academy's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 1. What to do in an emergency.
 2. Cardiopulmonary resuscitation.
 3. First aid for the unconscious casualty.
 4. First aid for the wounded or bleeding.
- Maintaining injury and illness records as required

| Academy | Medical officer | Contact details |
|----------------------------------|--------------------|-------------------------|
| Atam Academy | Sukhbir Kaur Lalli | S.Lalli@atamacademy.com |
| The Khalsa Academy Wolverhampton | Rosey Kaur | r.kaur@tkaw.org |

Responsibilities of the MAT Health and Safety Officer

The Health and Safety Officer will:

- Provide advice, guidance and training, where necessary, to anyone involved in the risk assessment process.
- Monitor all accidents reports centrally

First aid staff are responsible for:

- Completing and renewing training as dictated by the Trust Board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the learners at academy.
- Making learners aware of the procedures to follow in the event of illness, accident or injury.

First Aid provision

The academies will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the academy premises, the size of the academy, the needs of any vulnerable individual's onsite, and the nature and distribution of learners and staff throughout the academy.

The academies will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The Medical Officer will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First Aiders

The main duties of first aiders will be to administer immediate first aid to learners, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

- The academy will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation.
- The academy will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will

consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

- The academy will ensure that refresher training and retesting of competence is arranged for first aiders within the academy before certificates expire.
- First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Medical Officer.
- First aid notices will be clearly displayed throughout the academy with information on the names and locations of first aiders to ensure that learners and staff know who they must contact in the event of illness or injury.
- The academy will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all the areas of the academy.
- All staff members will be made aware that agreeing to become a first aider for the academy is strictly on a voluntary basis and that they should never feel pressured to take on this role.
- When selecting first aiders, the academy will follow the criteria laid out in government guidance, considering the individual's:

1. Reliability and communication skills.
2. Aptitude and ability to absorb new knowledge and learn new skills.
3. Ability to cope with stressful and physically demanding emergency procedures.
4. Normal duties – a first aider must be able to leave to go immediately to an emergency.

Emergency Procedures

If an incident, illness or injury occurs, the Medical Officer will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for assistant first aiders.

The Medical Officer will assess the situation and take charge of first aid administration.

In medical emergencies:

- The Medical Officer or first aider on duty will assess the situation and take charge of first aider administration.
- If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- Where an initial assessment by the Medical Officer or first aider indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual(s) is a learner, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.

- Where an ambulance is required, a staff member accompanies the learner in the ambulance and calls the learner's parent as soon as possible to inform them of the course of action taken. The staff member remains with the learner at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the learner is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the learner in the back seat and attend to their medical needs. The learner's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the learner at the hospital or doctor's office until a parent arrives.

The academy will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.

- Responding staff members will see to any learners who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These learners will be escorted from the scene of the incident and comforted. Younger or more vulnerable learners may need parental support to be called immediately.
- Once the above action has been taken, details of the incident will be reported promptly to:
 1. The Head of School/ Principal
 2. The parents/ carers of the victim(s).

Reporting accidents and record keeping

- In the event of incident or injury to a learner, a parent/ carer will be informed as soon as practicable.
- Parents/ carers will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- In the event of a serious injury or an incident requiring emergency medical treatment, the office or a senior leader will telephone the learner's parents/ carers as soon as possible.
- A list of emergency contacts will be kept at the academy office.

The Medical Officer will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of injury or illness and what first aid was given
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

The Medical Officer will check the recording process weekly to ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.

- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

The Head of School/ Principal will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Record Management Policy.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. For more information about the academy's educational visit requirements, please see the Educational Visits and Academy Trips Policy.

Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, except where individual learners have been given responsibility for keeping such equipment with them.

Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by learners will be returned to their parents/ carers for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for learners with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents/ carers will advise the academy when a child has a chronic medical condition or severe allergy so that a Health Care Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Illnesses and Allergies

- When a learner becomes ill during the academy day, the parents/ carers will be contacted and asked to pick their child up as soon as possible.
- A quiet area will be set aside for withdrawal and for learners to rest while they wait for their parents/ carers to pick them up. Learners will be monitored during this time.
- Where a learner has an allergy, this will be addressed via the academy's Allergen and Anaphylaxis and Asthma Consent
- Parents will be asked to complete and sign a medical consent form when their child is admitted to the academy, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each academy year.
- Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the learner in mind – guidelines will be issued to staff in this regard.

Monitoring and review

This policy will be reviewed annually by the Trust Board, Head of School, Assistant Principal for Inclusion and Medical Officer and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is October 2024.