

## FIRST AID POLICY

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<b>Author</b>	Health and Safety Team
<b>Legislation</b>	First Aid at Work The Health and Safety (First Aid) Regulations 2013 revised third edition 2024

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## FIRST AID POLICY

The health and safety of all students at St Andrew's Academy is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the students which may be as a result of accidents or medical conditions. This policy should be read in conjunction with the Supporting Students with Medical Conditions Policy and SET Central First Aid Policy.

The first aid provision at St Andrews Academy is decided based on an assessment of need. Premises managers must use The First Aid Provision and Needs Assessment Form to assess their first aid requirements against set criteria (See Appendix 1). All staff need to know who to contact (See Appendix 2).

St Andrew's Academy has fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required.

First aid training is carried out in line with current health and safety recommendations. This is every three years to re-qualify as a first aider.

First aid equipment is kept in the Medical Room and at Campus. All classrooms have a stock of plasters.

### Cuts and Grazes

Cuts are cleaned using, where appropriate, running water and/or cleansing wipes. Whenever possible, gloves are worn by staff when dealing with blood and these are in the first aid box.

### Bumps and Sprains

Ice packs are kept in the fridge in the Medical Room and can be used to reduce the swelling for bumps and suspected strains and sprains. If ice packs are used then these are first wrapped in a paper towel or other suitable material to prevent contact with the skin.

### Head Injuries

Students who sustain a minor head injury will be given a 'Bumped Head' advice sheet to take home. Parents/carers may be contacted.

### Dealing with Bodily Fluids – Aims (See Appendix 3)

- To administer first aid, cleaning etc for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning etc.

### Procedure to Adopt when Dealing with Blood, Bodily Fluids, Excreta, Sputum and Vomit (See Appendix 1)

- Isolate the area.
- Whenever possible, use disposable gloves and an apron. **NEVER** touch bodily fluids with your bare hands.
- Clean the spillage area.
- Double bag all materials used and dispose of in a clinical waste bag.
- Blood loss – if possible give the individual a dressing to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

### **Cardiac Arrest**

St Andrew's Academy has two defibrillators and all first aiders have received training in the use of these. One is stored in the Medical Room and the other at Campus.

### **Food Allergies**

Parents/carers need to alert the academy to any food allergies and document this on the student's information form. Kitchen staff are notified of all students with food allergies.

### **General**

In an emergency, if a student is seriously ill or their life is at risk, call 999 immediately.

It is the responsibility of the staff member in charge to take a first aid box with them on external visits. All staff members taking students off-site for a trip or residential visit are equipped with a first aid pack. No student medication is to be carried in first aid kits and must be contained in a separate, lockable case, where possible, be clearly named and contain a copy of the treatment/dosage details.

The first aid equipment is regularly checked and managed by the first aiders.

All student accidents are recorded on MyConcern and a message in the home-academy diary will be written. All staff accidents are recorded in the accident book kept in the office.

Parents/carers will be phoned in the event of a serious injury and the first aiders will report this on MyConcern, and arrange for the student to attend a Minor Injury Unit or, where appropriate, Accident and Emergency Department to seek further treatment.

Important medical information is kept in the main school office and/or Medical Room and/or on the school system. Records about those students with particular medical conditions or allergies are also kept in the office and/or Medical Room and/or on the school system.

All emergency phone numbers are kept in the contacts file in the main school office and/or the school system, and parents/carers are responsible for providing up-to-date information.

For every new student that starts at the academy, parents/carers **must** supply all information regarding health issues.

St Andrew's Academy will not discriminate against students with medical needs.

An Education, Health & Care Plan (EHCP) will help staff identify the necessary safety measures to help support our young people with their medical needs and ensure that they and others are not put at risk. These plans will be drawn up in consultation with parents/carers and relevant health professionals.

### **Transport to Hospital**

If it is considered necessary for an injured person to be taken to hospital, this will normally be by ambulance, and parents/carers will be informed. No casualty should be allowed to travel to hospital unaccompanied and an appropriate accompanying adult will be designated when parents/carers cannot be contacted. When parents/carers have been contacted but arrival is delayed, transport via ambulance should not be delayed as a result.

Where it is necessary to transport a student to hospital but an ambulance is considered excessive, parents/carers should be advised to come to school and take their child to hospital. A written record of this recommendation is kept by the academy. Where it may be necessary to transport a student to hospital but an ambulance is considered excessive and parents/carers are unable to transport, it may be necessary for a staff member to transport the student. In such cases the following must be adhered to:

- The driver must hold appropriate insurance for transporting an injured person (business use insurance usually covers this).
- The vehicle used must be deemed safe by the academy (valid MOT and up-to-date tax).
- The student must travel in the rear of the vehicle and a suitably qualified first aider must accompany them in the rear of the vehicle to be on hand to treat any changes in the student's condition.
- The driver must be aware that they are not an emergency vehicle and must adhere to all applicable road laws.

## APPENDIX 1

# St Andrew's Academy First Aid Provision and Needs Assessment

Consideration	Impact	Provision/Measure	Risk
Environment has low-level hazards	Slips, trips, falls and minor injuries	6 Level 3 staff. 23 Level 2 staff. Designated first aid equipment. All staff know where to find first aiders and equipment. Designated medical room.	Low
Environment has high level hazards such as chemicals	Injuries or burns from spillages or ingesting chemicals	All chemicals are locked away. All chemicals are labelled. Cleaners use chemicals when students are not on-site. Designated first aid equipment. 6 first aiders have had 3 day additional training.	Low
Employee numbers exceed 25, even in low hazard environments	More populated environments could cause more injuries in smaller spaces	6 Level 3 staff. 23 Level 2 staff.  Main school 158 students and around 80 staff. 5 Level 3 staff. And 18 Level 2 staff.  Campus around 40 students and 15 staff. 1 Level 3 staff and 5 Level 2 staff.  Residential around 10 students and 6 staff. 1 Level 3 staff. 5 Level 2 staff including overnight staff.  Designated first aid equipment. All staff know where to find first aiders and equipment. Designated medical room.	Low
Inexperienced staff, disabled staff, or staff with particular physical or mental health problems on site	Mistakes and accidents are more likely with inexperienced staff or if staff are unaware of disabilities	All staff have additional training for mental health and well-being. Senior Leaders and staff working with disabilities are made aware and reasonable adjustments are made.	Low
Previous incidents recorded have resulted in staff receiving hospital treatment for objects thrown	Repeated incidents of similar injuries	All staff receive PROACT-SCIP behaviour training to prevent injuries. All first aid staff are trained to a level to deal with these injuries. Individual risk assessments are completed and shared.	Low

Staff travel in vehicles/lone work	Accidents or injuries could happen with no access to first aid or communication	All school vehicles have a first aid kit. All staff have a school device to contact school when off-site.	Low
There are several buildings on-site There is a separate building 5 minutes walk away	Accidents or injuries could happen with no access to first aid or communication	Each building has designated first aid kits, trained staff and ability to contact additional first aiders. Each site has 'What 3 words' code written in 'crash bag'.	Low
First aiders are absent on annual leave or other absences either planned or unplanned	Insufficient cover on or off site	First aid ratios are 4x higher than recommended.	Low
Lunch time activities	Injuries could happen during unsupervised time	Students have trained staff on-hand at all times.	Low
Activities with potential high risk equipment such as PE, Science, Food Technology, Forest Schools and DofE	Risk of injury increased due to activities with heavy equipment, sharps or open flames	Risk assessments in place for each activity. Trained staff in close proximity.	Low
Off-site trips and events	Risk of injury increased without the safety of on-site facilities	First aiders on trips. Risk assessments complete and checked. Communication devices available to staff.	Low



## APPENDIX 2

 St Andrew's Academy		<h3>First Aiders</h3>			
					
Sadie Hampton Level 3 Expires 25.10.27	Paul Baynes Level 3 Expires 25.10.27	Bill Buckingham Level 3 Expires 25.10.27	Nabila Talit Level 3 Expires 25.10.27	Emma Swierczek Level 3 Expires 25.10.27	
					
Dan Tranter Level 3 Expires 15.02.25	Jemma Taylor Level 2 Expires 15.02.26	Tracey Watts Level 2 Expires 14.04.27	Catherine Widdowson Level 2 Expires 15.02.26	Louise Teasdale Level 2 Expires 14.04.27	
					
Clair Lowe Level 2 Expires 23.10.27	Holly Bevan Level 2 Expires 23.10.27	Emma Poole Level 2 Expires 15.02.26	Hollie Baker Level 2 Expires 14.04.27	Joanne Eustace Level 2 Expires 14.04.27	
Emma Burton – Level 2 – Expires 14.04.27			Steve Wroe – Level 2 – Expires 15.02.26		
Dawn Orme – Level 2 – Expires 14.04.27			Rebecca Brown – Level 2 – Expires 15.02.26		
Chloe Burton – Level 2 – Expires 14.04.27			Richard Shaw – Level 2 – Expires 15.02.26		
Liam Bagguley – Level 2 – Expires 14.04.27			Sophie Randle – Level 2 – Expires 15.02.26		
Sam Summer Bell – Level 2 – Expires 15.02.26			Harriet Blacker – Level 2 – Expires 15.02.26		
Jordan Stringer – Level 2 – Expires 15.02.26			Romany Fitzpatrick – Level 2 – Expires 15.02.26		
Emma Spooner – Level 2 – Expires 15.02.26			James Morgan-Holburn – Level 2 – Expires 15.02.26		

## APPENDIX 3

Blood and bodily fluids, for example, faeces, vomit, saliva, urine, nasal and eye discharge, may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection, both staff and students should practice good personal hygiene and be aware of the procedures for dealing with body spillages.

### Staff Contact

- The initial clean-up of the situation should be carried out by the person/s who is at the scene of the incident and follow the Initial Clean Up Procedure.
- In the event of a member of cleaning staff not being available, then equipment is to be found in the cleaner's cupboard in the Residential Unit.

### Initial Clean-Up Procedure

- Get some disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using the absorbent towels and then place in a bin (which has a bin liner) or bin bag.
- Put more absorbent towels over the affected area and seek help if necessary.
- The bin bag that contains soiled paper towels then needs to be tied up, double bagged and put in an outside bin or appropriate disposal unit.
- Any article of clothing that has got contaminated with the spill should be wiped clean and put into soak in the Laundry.
- The area then needs to be cordoned off until cleaned.
- If the spillage has been quite extensive then the area may need to be cordoned off until it can be cleaned correctly.

### Procedure for Blood and Other Body Fluid Spillage

- **Whenever possible, gloves are to be worn at all times!**
- Any soiled wipes, tissues, dressings etc must ideally be disposed of in the clinical waste bin. If not available then the gloves being used need to be taken off inside out so that the soiled item is contained within and then place them in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area to absorb the spill.
- Contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in an appropriate bin or put into another bin liner and disposed of in an outside bin.
- The area must be cleaned with disinfectant, following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to put by the affected area.
- The area should be ventilated well and left to dry.
- All re-usable cleaning equipment needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash your hands thoroughly.

### Management of Accidental Exposure to Blood

Accidental exposure to blood and other bodily fluids can occur by:

- Percutaneous injury, such as from needles, significant bites that break the skin.
- Exposure to broken skin, for example, abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.



**Action to Take**

- If there is broken skin, encourage clotting of the wound by applying pressure – do not suck.
- Clean the area under running water.
- Dry and apply a waterproof dressing.
- If blood and bodily fluids splash into your mouth **do not** swallow. Rinse out mouth several times.
- Report the incident to the Senior Leadership Team.
- If necessary, take further advice from NHS Direct as to appropriate next steps.
- Report the incident on MyConcern, and it may need to be reported to RIDDOR.

**References**

This document is to be read in conjunction with:

- St Andrew's Academy's Health & Safety Policy.
- Health Protection Agency guidelines on infection control. Up-to-date versions on the internet.