



The
Flying Bull
Academy

First Aid Policy
September 2018

Revised by School	September 2018
Responsible Person	Mr Deamonn Hewett-Dale
Responsible Committee	Full Governing Body
Next Review	September 2019

First Aid Policy

Policy Statement

The Flying Bull Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at The Flying Bull Academy is held by Mr Deamonn Hewett-Dale, head teacher, who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there is a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid needs.
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated.

Appointed Persons

At The Flying Bull Academy the head teacher, Mr Deamonn Hewett-Dale, is the appointed person.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the appointed person) to be on site at all times during the working day.

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Contacting emergency services

A copy of this First Aid Policy needs to be placed by the main office phones.

Dial 999 or 112, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat the information if asked.

1. Your telephone number: 02392 694313
2. Your Name
3. Your location as follows:
The Flying Bull Academy, Flying Bull Lane, Buckland, Portsmouth, Hampshire, PO2 7BJ.

When giving the postal address please state that the main entrance to the school is in Centaur Street.

4. Provide the exact location of the patient within the school setting.
5. Provide the name of the patient and a brief description of their symptoms.
6. Arrange for a member of staff to meet the ambulance at the school entrance.

All members of staff at The Flying Bull Academy are basic first aid trained.

There are four members of staff at The Flying Bull Academy who are emergency first aid trained:

Emergency First Aiders

1. Mr Luke Needham
2. Mrs Tina Aris
3. Mrs Lynne Metcalfe
4. Miss Teresa Chearman

They will be responsible for administering emergency first aid, in accordance with their training, to those that are injured.

Paediatric First Aid Trained Staff

At The Flying Bull Academy there are paediatric first aid trained members of staff:

Karen Maund

Sandra Rogers

Alison Jones

Rachel Lawrence

Bridie Anscombe

Charlene Thomson

Urszula Weller

Lana Kinahan

Melanie Hogg

First Aid Kits

First aid kits are located at the following places:

Each medical first aid station, Year 2 Entrance & Year 4 Entrance.

Main front office

LAPS office

Every class will be supplied with a basic first aid kit.

Each mini bus

It is the responsibility of the qualified first aiders to check the contents of all first aid kits every month and re-stock if necessary. This will be done on a termly rota basis between the emergency first aiders. The qualified first aider will log the check and any requirements for restocking in a note book.

Emergency arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person are to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness

- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where necessary the school will always notify the parents of their child's accident if it:

- Is considered to be a serious injury
- Requires attendance at hospital
- Requires a head bump letter

The Flying Bull Academy's procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should parents not be contactable. The Flying Bull Academy will also try to contact parents/carers via the 'text to parents' service.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Record Keeping

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Place, date and time of accident
- Type of accident
- Treatment provided and action taken

The accident books will be located at each medical station and once full will be stored in the first aid cabinet.

This policy will be reviewed by the Full Governing Body annually.

To be reviewed September 2019