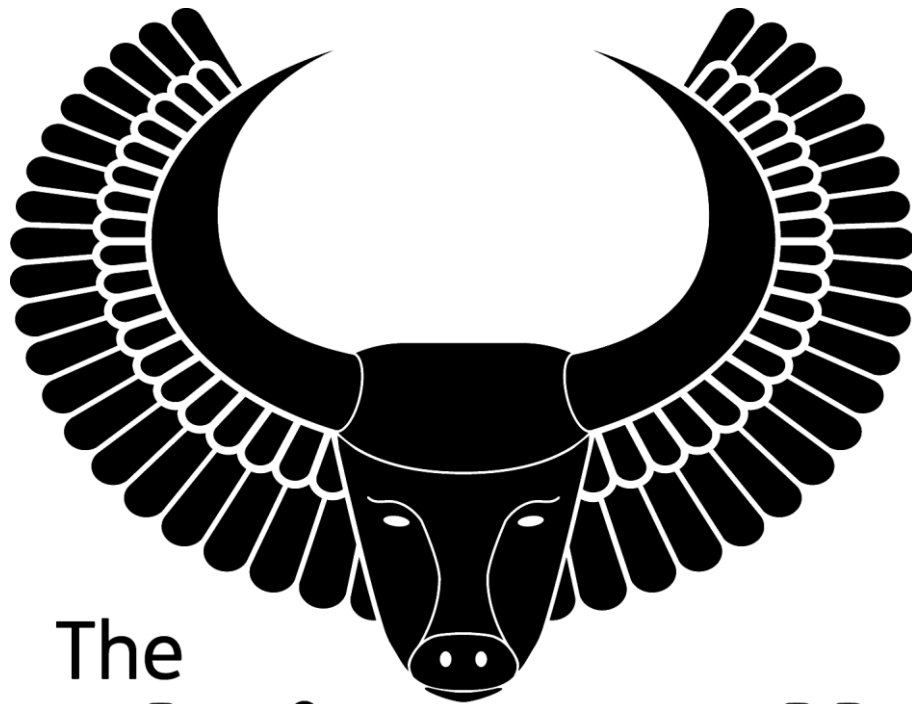


The Flying Bull Academy



The
Flying Bull
Academy

First Aid Policy

May 2022

Revised by School	Summer 2022
Responsible Person	Viv Kies (Acting Headteacher)
Responsible Committee	Full Governing Body
Ratified by GB	May 2022
Next Review	Summer 2023



THE FLYING BULL ACADEMY

A distinctive vision

Everyone in our school community deserves to be cared for unconditionally and valued equally as a unique person. In our learning, in our work, in our relationships and in the ways in which we organise our community we are committed to aiming for success in everything we do.

An ethos of local partnership

The Flying Bull Academy and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents/carers and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

First Aid Policy

Policy Statement

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors). The Flying Bull Academy will undertake to ensure compliance with this 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 the 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.
- 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, (First Aid in the Workplace trained staff, basic First Aid trained staff, emergency First Aiders, and paediatric First Aid trained staff) are nominated and in place.

Appointed Persons

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 will be placed by the main office telephone. However, if an Ambulance or medical assistance is required, it is best if the call to 999 or 112 is made from the location of the casualty / injured person as you may need to answer specific questions based on the responsiveness / current condition of the casualty / injured person.

What to do

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 (school) or your mobile if using it to make the call.
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. This is because the post code will often take you to the back of the school.

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.

In addition to the basic First Aid trained staff, there will be a minimum of three members of staff at The Flying Bull Academy who are First Aid in the Work place trained.

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

At The Flying Bull Academy there will also be a minimum of 3 paediatric First Aid trained members of staff.

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 + Alternative Provision (have a basic First Aid kit)
- Each Mini Bus

It is the responsibility of a qualified First Aider to check the contents of all First Aid stations weekly and basic first aid kits monthly, and re-stock if required. The qualified First Aider will also log the check and any requirements for restocking in the medical supplies check list.

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 or appointed person is 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 parent(s) of the child, if there:

- Is considered to be a serious injury
- Requires attendance at hospital
- The child has any mark to the face / head

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 'teachers to parents' texting service. For minor First Aid incidents a First Aid slip will be sent home with the child. If a child has bumped their head, but there is no obvious mark. Parents will also be notified via the Teachers to Parents service.

Bumped Head Management

When a child informs an adult that they have bumped their head, the adult will:

- Reassure the child and sit them down
- Send another adult or pupil to get an ice pack and sleeve
- Ask the child to put the icepack onto the bumped area
- Monitor the child for 10 minutes, talking to them and asking them how they feel

If the child begins to feel unwell, says they feel sick, have a headache, feel dizzy or have blurred vision then they must remain sitting/laying down. The adult will ask a member of staff to get a First Aid in the Workplace (FAW) trained First Aider to assist. The FAW will assess the child, if there is no improvement they will ask the main office to telephone the parents to collect their child. They would also be advised to call the G.P/Treatment centre if there is no improvement.

If the parent is uncontactable, the next contact on file for the child will be used. If there is no one else on file for the child, repeated efforts will be made to contact the parent. While further attempts to contact the parent are made, the FAW will consult with the Headteacher or in their absence, the Deputy Head or Safeguarding Officer to discuss the next course of action. This may result in the child either: staying at school and being monitored in the LAPS or Medical Room, Staff members taking the child to the Hospital/Treatment Centre or an Ambulance being called.

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.

If the child feels better, the adult will complete a slip in the First Aid Book and give a copy to the child or their teacher. The parents will then be notified via telephone if there is a mark or bump. The Teachers to Parents texting service will be used if there is no mark or bump.

Record Keeping

All accidents requiring First Aid treatment are to be recorded onto the slips in the First Aid Book(s). These slips must contain the following:

- Name of injured person
- Name of the First Aider or appointed person
- Place, date and time of accident
- Type of accident / What happened
- Treatment provided and action taken

The accident books will be located at each medical station (KS1/KS2/LAPS/Main Office/Nursery/Provision). Once full, these will be stored in the First Aid cabinet, this is housed in the Medical room. Adult accident books are kept at the Main Office and in the Provision building. Upon completion of the adult accident book, please ensure it is handed to the front office to be stored in the correct file.

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

Appendix 1

The First Aid in the Work Place trained staff:

Luke Needham
Teresa Chearman
Graham Thomson

Paediatric First Aid Trained Staff:

Vicky Lawry
Kathyrn Barker
Alison Jones
Melanie Hogg
Lauren Eaton
Lois Wilkes

Appendix 2

Medical Supplies Checklist - 1st Aid Stations / Basic Kits

NAME OF PERSON COMPLETING CHECK					
DATE OF CHECK					
AREA (Please Circle)	KS1	KS2	LAPS	FRONT OFFICE	PROVISION
CLASS ...	NURSERY				

Below is a non-exhaustive list of the minimum supplies that can be found in our 1st Aid stations and Basic Kits. We must ensure that they are always stocked up to the minimum level shown.

ITEM	MINIMUM LEVEL	ITEM CHECKED?	TOPPED UP?
* DISPOSABLE GLOVES	1 FULL BOX (2)		
* WOUND CLEANING WIPES	HALF BOX (10)		
* LARGE PLASTERS	HALF BOX (4)		
* MEDIUM PLASTERS	HALF BOX (4)		
* SMALL PLASTERS	HALF BOX (4)		
* GAUZE SWABS	10 UNITS (2)		
* LOW ADHERENT DRESSINGS	5 UNITS (2)		
* FINGER DRESSING	2 UNITS (1)		
* EYE PAD DRESSING	2 UNITS (1)		
* EYEWASH SOLUTION	5 UNITS (2)		
* MICROPORE TAPE	1 ROLL (1)		
MEDIUM BANDAGE	1 UNIT		
* LARGE BANDAGE	1 UNIT (1)		
* TRIANGULAR BANDAGE	1 UNIT (1)		
* 1ST AID SCISSORS	1 UNIT (1)		
* PEN / PENCIL	1 UNIT		
* FIRST AID ACCIDENT BOOK	1 BOOK		
* GREEN BUMPED HEAD WRISTBANDS	10 BANDS		

THE ITEMS MARKED WITH * SHOULD ALSO BE AVAILABLE IN THE BASIC FIRST AID KITS THAT CAN BE FOUND IN EACH CLASS AND IN EACH MINI BUS. THE MINIMUM LEVEL QUANTITY IS SHOWN IN ()