



Policy: **Local Annex to First Aid Policy – King’s Lynn Academy**

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ANNEX - TEMPLATE FOR LOCAL FIRST AID PROCEDURES

These procedures for First Aid and Medical treatment at King's Lynn Academy form part of the Eastern Multi-Academy Trust First Aid and Medical Policy

1. First Aid Procedure

- 1.1 This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the trust and King's Lynn Academy will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.
- 1.2 All organisations, including educational establishments, should ensure their procedures and arrangements reflect an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.
- 1.3 The First Aid Coordinator in conjunction with the Principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.
- 1.4 The Trust has determined that each Academy will have at least one trained Mental Health First Aider to support students. The name of the Mental Health First Aider will be added to the list of first aiders.

2. Assessment of Need

- 2.1 The First Aid Coordinator in conjunction with the Principal has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient in line with the Policy.
- 2.2 Following the assessment, it has been determined that the Academy needs a minimum of X full first aid qualified staff and additionally a number of appointed persons.
- 2.3 Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid provision should form part of the arrangements for offsite work and educational visits.

3. First Aid Provision

- 3.1 The First Aid Co-ordinator is Lorraine Roberts, the First Aid Treatment Room is located in the Central Hub underneath the stairs.

4 First Aid Rooms

- 4.1 The site has a room available for first aid, which will;

- be adequately stocked with first aid equipment
- be accessible to stretchers
- be clearly sign-posted
- be provided with a couch, a desk, a chair and any necessary additional equipment
- a telephone
- have washable surfaces and adequate heating, ventilation and lighting
- be kept clean, tidy, accessible and available for use at all times when staff and students are on site
- be positioned as near as possible to the point of access for transport to hospital
- display a notice in the room advising of the names, locations, and, if appropriate telephone extensions of first aiders and how to contact them

The Senior Site Officer checks and tops up the first aid boxes as part of his scheduled site checks..

4.2 The first aid room will be provided with or have ready access to the following;

- a sink with hot and cold running water
- toilet facilities
- drinking water and disposable cups
- soap and paper towels
- foot operated refuse containers lined with disposable yellow clinical waste bags, or a container suitable for the safe disposal of clinical waste
- blankets.

5 **Equipment**

5.1 Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work: <https://www.hse.gov.uk/pubns/indg347.pdf>)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- One pair of disposable gloves

5.2 These additional materials are also available:

- Aprons
- Gloves

- Resuscitate
- Wipes
- Sterile water/saline (where mains water is not available)
- Clinical waste bins/bags
- Bio hazard disposal pack.
- Eye wash stations (where assessed as needed)

5.3 Tablets and medication of any description will not be kept as part of the first aid provision. If medication is needed for pupils it will be kept in a locked cupboard or fridge as appropriate and accessed only by designated staff.

5.4 Current Locations:

- First Aid Room

5.6 A centralised stock available to enable the first aiders to restock the first aid boxes, as and when necessary. The stock will be held by the First Aid Coordinator to whom requests for additional supplies should be made. The Departmental Technicians will check and refill their First Aid boxes on a regular basis and must request supplies from the First Aid Coordinator.

5.7 The First Aid Coordinator also holds a grab bag containing an appropriate selection of first aid equipment for use by educational visits leaders.

5.8 The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.

5.9 Managers who identify a need for specific additional equipment should seek approval from the First Aid Coordinator prior to purchase to ensure it is in accord with the standards and appropriate for use at the site.

6 Travelling first aid kits

6.1 Where departmental activities necessitate the need for travelling, staff should to be provided with first aid equipment. The following items are considered suitable provisions;

- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

6.2 A properly stocked first aid kit will always be carried in the mini buses.

6.3 First Aid supplies will be provided for staff in charge of trips and visits by the First Aid Coordinator, who needs to be advised in advance of the trip.

6.4 A relevant First Aid trained member of staff should also be included on each trip.

6.5 The trip leader must ensure that the medical notes for all children together with any required medication is taken on the trip

7. **Defibrillator**

7.1 The academy has access to an automated external defibrillator (AED). It is located in the First Aid Room in the Central Hub.

7.2 No specific training is needed to use the defibrillator – the instructions are clear and must be followed carefully.

8 **Illness and Minor Injury**

8.1 Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to data@kla.eastern-mat.co.uk as soon as these are known.

8.2 Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send the student to Reception, the team there will alert First Aid for assessment and care. If the injury is serious and the student cannot walk, the teacher must contact either the duty team duty.team@kla.eastern-mat.co.uk or Reception for assistance.

8.3 All injuries will be attended to in the First Aid treatment room. If necessary, having first informed a member of the Academy Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an injured student home.

9 **Emergency and Serious Injury**

9.1 Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, a member of the Academy Leadership Team or any member of staff attending a serious injury may call an ambulance if required. The First Aid Co-ordinator or a member of the administrative or pastoral team will contact the parents to tell them of their child's injury and whereabouts so that the parents can go to the hospital. The hospital staff will decide whether to treat the child before the parents arrive.

9.2 In the case of a very serious accident or injury, the Emergency Policy's procedures will be carried out. The Trust must also be informed in these circumstances.

10 **Head Injuries**

10.1 Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

10.2 If the injury is minor, all head injuries should be monitored closely and a head injury form should be completed and given to parents. Serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements).

11 **Record keeping**

11.1 The First Aiders will log all visits to First Aid by students on the First Aid department daily log sheet and this information will also be transferred as an "event" entry on the student's individual data file. For accidents/injuries, the First Aider on duty will also make an entry in the Accident Book. The Accident book containing blank forms is held in the First Aid Treatment Room and may be accessed by any member of staff at any time. The First Aid log sheets and completed Accident Book sheets for the current academic year are held in files. Records from previous years' files will be filed appropriately.

11.2 Staff must make an official record of any injury, minor or major, in the Accident Book which is kept in the First Aid treatment room. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to the academy's Operations Manager, Robert McLean. Any such injuries must be reported on a RIDDOR form and will be followed by an in-depth Health and Safety investigative report.

12 **Reporting an Accident**

12.1 Any first aid treatment given on the Academy's premises or as part of a school related activity should be reported to and recorded on an incident report form.

12.2 First Aid treatment given by first aiders should be recorded in line with the Policy.

12.3 Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.

12.4 Incident Report forms are available from Lorraine Roberts and should be filled in with precise detail containing all the required information.

12.5 Accidents involving pupils should also be recorded on the pupil's MIS record.

13 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

- 13.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. Please refer to the Accidents and Incident Reporting Policy for more detail.
- 13.2 RIDDOR reports must be carried out by the Operations Manager with the member of staff concerned. The Principal is responsible for reporting serious accidents to the Trust's governing body. Accidents are discussed at Health and Safety Committee and Academy Council meetings.
- 13.3 The First Aid Co-ordinator will provide the Principal with an analysis of the term's incidents to see if there are any problem areas. This information will also be given to the relevant Head(s) of Department.
- 13.4 Any report under RIDDOR must be communicated to the Trust as a matter of urgency.

14 **Information about Students' Medical Conditions**

- 14.1 It is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, during the first half of the Autumn term, all parents will be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.
- 14.2 Information from parents may be received by the Academy in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with tutors. This information should be passed immediately to the First Aid Co-ordinator to add to the database. A medical register will be produced at the start of every term by the First Aid Co-ordinator in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the First Aid Co-ordinator has a completed sheet for their child).
- 14.3 The DSL must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.
- 14.4 The Educational Visits Co-ordinator (EVC), Rachel Mellor, will issue detailed information on medical conditions and emergency contacts to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date. Leaders can obtain copies of the declarations from the EVC.

15 **Students with Medical Needs**

- 15.1 Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

- 15.2 It is the parents' responsibility to inform the Academy about the child's medical condition and requirements. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. The Form Tutor or Pastoral Team must alert the First Aid Co-ordinator when a student is discovered to have medical needs. The First Aid Co-ordinator will liaise specifically with the parent to obtain as much information as possible and ensure the staff are aware of short and long term adaptations that are required.
- 15.3 With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. The Pastoral Team will talk in confidence to each of the child's regular teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.
- 15.4 When the student goes out of the Academy, for example on work experience, the placement must be informed.
- 15.5 Information on students' medical conditions must be made available to first aiders in the event of an incident and to emergency medical practitioners if called.
- 15.6 Records will be kept on file of student medical needs, parental permissions, individual health care plans and medication given as required.

16 **Emergency Procedure for Major Incidents**

- 16.1 In the event of an emergency or if an at risk student/person falls ill then member of staff at the incident must;
- Call 999.
 - Summon a First Aider/Pastoral Support.
 - Emergency treatment should be delivered.
- 16.2 If 999 is called the following information must be given;
- The Academy's telephone number 01553 774671
 - The Academy's address: Queen Mary Road, King's Lynn, Norfolk PE30 4QG
 - The name of the caller
 - Name of casualty and symptoms/any known medical condition.
 - Information for best entrance e.g. main reception entrance
- 16.3 If an ambulance is called to the main reception, The Site Team should be informed via Reception and a member of staff should go to the entrance to give directions to the ambulance crew.

- If the emergency services are called the parent of the casualty will be telephoned by Pastoral Support or a member of staff as soon as is practicable.

17 Hygiene

- 17.1 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves (non-latex) when administering first aid, these can be found in every first aid box. Any spillages must be notified to a site maintenance assistant who will follow the correct procedure.
- 17.2 Hands must always be washed before and after giving first aid.
- 17.3 Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.
- 17.4 Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible areas should be cleaned up with absorbent powder specifically for body fluids.
- 17.5 Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.
- 17.6 Exposed cuts or abrasions should always be covered.
- 17.7 In the event of wide spread viral/bacterial infections across the Academy the following actions will be taken:
- The Academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
 - The guidance materials will also be used to communicate the information to students, as well as displaying posters around the Academy site.
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ANNEX 1 TO King's Lynn Academy LOCAL FIRST AID PROCEDURES

First Aid at Work qualified staff

Name	FAW (first aid at work, 3 day course)	EFAW (emergency first aid at work, 1 day course)	Pediatric First Aid Certificate (12 Hours top-up)	Expiry Date
Lorraine Roberts (Co-Ordinator)	FAW			9/6/2024
Marianne Stevens	FAW			9/6/2024
Hayley Lockey	FAW			07/03/22
Chloe Cousins		EFAW		31/10/2022
Katie Watts		EFAW		16/07/2023
Carole Reeve		EFAW		16/07/2023
Charlotte Doughty		EFAW		16/07/2023
Kelly McEvoy		EFAW		16/07/2023
Helen McGiven		EFAW		16/07/2023
Emma Mann		EFAW		16/07/2023
Amy Barratt		EFAW		16/07/2023
Debbie Germaney		EFAW		16/07/2023
Diane Allix-Woodman		EFAW		16/07/2023
Alison Taylor		EFAW		16/07/2023
Alex Walpole		EFAW		16/07/2023
Elysia Cuckow		EFAW		16/07/2023
Rachel Mellor		EFAW		16/07/2023

- 1 *Training for First Aiders/Appointed persons should be provided by a HSE accredited provider.*
- 2 *A register of First Aiders/Appointed persons and their training history should be maintained by Line Managers and refresher training should be offered before certification expires.*
- 3 *Training for Paediatric First Aid is not approved by the HSE but may be included if first aid assessment identifies this and/or this meets OFSTED requirements.*