



ACADEMY  
LANGLEY

# First Aid Policy

Policy Owner:	Sara White
Approved by:	Local Governing Body
Date:	September 2023
Next review date:	May 2024

## **Q3 Academy Langley**

### **Statement of intent:**

Q3 Academy Langley is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school with regard to all staff, pupils and visitors.

We will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy;
- Positive Behaviour Policy;
- Staff Code of Conduct;
- Safeguarding Policy;
- Supporting Pupils with Medical Conditions Policy;
- Educational Visits and School Trips Policy;
- Home Visits Policy.

### **1. Qualified First Aiders – First Aid at Work**

<b>Name</b>	<b>Date Qualification Gained</b>	<b>Review Date</b>
Luke Fletcher	13/12/2021	13/12/2024
Sara White	13/12/2021	13/12/2024
Kavita Panesar	13/12/2021	13/12/2024
Elaine Sharpe	13/12/2021	13/12/2024
Ben Sabin	13/12/2021	13/12/2024
Beth Morris	13/12/2021	13/12/2024
Natalie Stockdale	13/12/2021	13/12/2024
Jess Webster	13/12/2021	13/12/2024
Jeevan Sidhu	13/12/2021	13/12/2024
Adam McGrath	13/12/2021	13/12/2024
Wex Martins	13/12/2021	13/12/2024
Niamh Deasy	25/07/2022	25/07/2025
Sammy-Jo Rowson	25/07/2022	25/07/2025
Toni Dawson	25/07/2022	25/07/2025
Karl Davies	25/07/2022	25/07/2025
Luke Davies	25/07/2022	25/07/2025
Theo Seaton	25/07/2022	25/07/2025
Louise Robshaw	13/12/2022	13/12/2025
Kavita Panesar	13/12/2022	13/12/2025
Amandip Kalsi	13/12/2022	13/12/2025

## Legal framework

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

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance;
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance.

## Aims

All staff are advised to read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the Academy premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the Academy has adequate, safe and effective first aid provision in order for every pupil, 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 all staff and pupils are aware of the procedures in the event of any illness, accident or injury;
- Ensure that medicines are only administered at the school when express permission has been granted for this in line with the Supporting Pupils with Medical Conditions Policy;
- Ensure that all medicines are appropriately stored;
- Promote effective infection control.

Nothing in this policy should 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 for the emergency services 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 school site.

A complete list of Qualified First Aiders is displayed in the main reception area of the Academy. This information is also displayed in other staffing areas. All Qualified First Aiders are paid a small increment (£22.26) each month to compensate their time utilised for this service onsite and off-site during Educational Visits and residential trips.

All patients, if mobile, as a result of injury (not illness) and requiring First Aid should be sent (accompanied if necessary) to Mrs White, located in Reception.

The First Aider will attend to the student or member of staff and will use medical facilities available to them in the Academy Medical Room.

If the patient is unable to move/mobile, please call reception (1234), state "URGENT", and the receptionist will contact the First Aider who will attend the locality.

The Duty First Aider will record all incidents in the appropriate First Aid books kept in:

- ✓ Front Reception Desk (Students Only)
- ✓ Medical Champion – Mrs White (Staff)

### **1.1 Each Student Will Require a Separate Entry in the Medical Logbook**

- ✓ Only school related injuries should be referred. A student who is concerned about an injury that occurred outside the Academy, should be actioned as per normal illness (i.e. parents contacted).
- ✓ A supply of Sanitary Wear is kept in the Reception office.
- ✓ If an injured student needs to go home, the First Aider who has administered aid must liaise with Mrs White who will co-ordinate the collection of the student. Details of the incident must be filled into the Accident & Injury's book located in reception by the First Aider who has administered aid.

### **1.2 Availability of First Aiders**

- ✓ Duty availability for routine first aid is kept in the Reception office.
- ✓ How to Contact: - Via Mrs White or Reception. Please ensure details of why First Aid is required and the location of the child are given at this time.
- ✓ Staff other than First Aiders can issue plasters if appropriate. However, the member of staff should check whether the child has an allergy to them.

### **1.3 Location of First Aid Boxes**

- ✓ First Aid boxes (apart from the medical room) – are available in all PLD offices, P.E. Department and Reception.
- ✓ Information can be obtained from Mrs. White
- ✓ Spare supplies are kept in the Reception Office. Mrs. White will be responsible for all ordering and restocking of First Aid supplies.

### **1.4 Emergency Procedure in the Event of an Accident, Illness or Injury**

- ✓ If an accident, illness or injury occurs, the member of staff in charge (this doesn't need to be a first aider) will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider who then may call for an ambulance.
- ✓ If called, a first aider will assess the situation and may take charge of first aid administration.
- ✓ In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment immediately.
- ✓ Where an initial assessment by the first aider indicates that a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. In addition, in some situations, action now can prevent the accident from becoming more serious, or from involving more victims.
  - Call an ambulance or a doctor (where possible HOS or SLT should be informed before calling, however, this should not delay the process of getting medical professionals to the injured party) if this is appropriate. If an ambulance is required, it does not have to be a First Aider who accompanies the student, any member of staff can fulfil this task. A member of staff should always go with the student in the ambulance or follow in an additional car. Site should be notified of the arrival of ambulance and a member of staff(s) needs to be assigned to assisting with the gates, awaiting the arrival of the ambulance.

- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident/accident must be logged, then reported to the appropriate persons - Head of School and Site Manager.

## 1.5 Reporting to Parents/Carers

- ✓ In the event of incident or injury to a pupil, at least one of the pupil's parents/carers must be informed as soon as practicable.
- ✓ In the event of serious injury or an incident requiring emergency medical treatment, an appropriate adult will telephone the pupil's parents/carers as soon as possible.
- ✓ In the event of a head injury the students' parents/carers must be contacted as a matter of urgency to advise of the injury and take direction from parents/carers for further care or if they wish to collect the student.
- ✓ A list of emergency contact details is kept in student files and on SIMS. This should include at least two sets of contact details and should be updated regularly.
- ✓ **Debrief** - if needed, a debrief should be arranged with relevant parties ideally within a 24 hour period.

## 1.6 Administration of Medication

- ✓ All medication should be handed into the Reception Team at the beginning of the Academy day.
- ✓ Medication is kept in a secure location and all boxes clearly labelled with the students name.
- ✓ Students are not permitted to carry medication within their bags with exception to Epipens and Inhalers.
- ✓ If a student requires Paracetamol, this will not be administered until after 10am. This may be altered due to individual circumstances.
- ✓ Parents are to be contacted for permission to administer Paracetamol. Consent may be gained for Paracetamol going forward with no further contact at that point. If consent is given, Mrs. White will be advised and will update SIMS and the Medication Consent Form.
- ✓ If Paracetamol to be given before 10am, contact with parent must be made to ensure no overlap of medication within the four hour recommended time frame, even if prior consent given.
- ✓ Students learning Diary is to be updated by First Aider advising time administered, medication and staff's initials.

## 2.1 Educational Visits

- ✓ Before undertaking any off-site 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 event and persons involved and make any necessary adjustments. This will be reviewed by the Education Visits Coordinator in school before the event is organised.
- ✓ Please see the separate Educational Visits and School Trips Policy for more information about the Academy's educational visit requirements.

- ✓ The Visit Organiser must ensure that a trip First Aid pack is collected from Mrs. White. These should be ordered in advance.
- ✓ Even if a First Aider is present on the trip, the visit leader is still responsible for ensuring that the First Aid pack is organised.

Staff members cannot issue tablets. The only exception is when parents/carers have arranged with the Personalised Learning Director or Mrs White, who will control this aspect of student care.

## **2.2 Medical Awareness List**

In addition, care plans for children with medical conditions and special requirements are available via Mrs. White.

## **2.3 EPIPEN Training**

Sandwell nurses usually deliver training on EPIPEN. A certified member of staff can oversee the administration.

## **2.4 Diabetic Awareness**

Training by the Sandwell nurses organised through the Academy with responsibility for Student Welfare.

## **2.5 Medical Room**

The medical room will also be used by the First Aiders and by the diabetic students who require self- administered treatment.

## **2.6 Illness**

If a child becomes ill during the day, the parent/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent/carer to arrive to pick them up. Pupils will be monitored during this time.

## **3. First Aid Allowance**

The First Aid Allowance is £22.26 per month for a full time employee. A pro-rata payment will be made to part-time.

The allowance will be paid to individuals who are named first aiders, who undertake first aid duties as required by the Academy.

To receive the allowance an individual must have undertaken appropriate training and obtained a first-aid qualification.

They must have a current first aid at work certificate to receive the allowance. Recertification will be required at three years. A refresher course must be started before certificates expire. If a certificate lapses it will be necessary for the individual to complete the full initial first-aid course before reinstatement of the allowance.

## **Mental Health First Aiders**

### **1. Purpose**

The purpose of the Mental Health First Aid Policy is to outline Q3 Langley's approach to Mental Health First Aiders within the Academy by setting guidance for the Mental Health First Aiders and the

responsibility of the employer, as well as the expectations and support to the workforce. The policy is applicable to all members of staff.

## **2. General Definition**

Mental Health First Aid is help that is offered to students within the Academy who may be experiencing Mental Health illness, showing signs of this and is distressed or at crisis point. The first aid will be administered until the student has been signposted to the relevant specialist. The Mental Health First Aider will have been accredited with the MHFA training, which would have been delivered by a qualified trainer.

## **3. Role of the First Aid Mental Health**

The Mental Health First Aider must:

- Hold a valid certificate issued by the Mental Health governing body
- Be able to be called away from their normal duty to deal with students who may be having a mental health episode;
- Be non-judgemental and competent;
- Notify DSL, log the concern on My Concern and signpost the student and their family to the relevant services;
- Ensure that their certificate is valid
- The Mental Health First Aider will respect privacy for the student and only share information learnt from the student with the relevant professionals.

## **4. Role of the employer**

Q3 Langley recognises mental health issues that may arise for the students in the Academy and therefore respects this and allows specialists to attend the Academy for sessions with the students and their families.

Q3 Langley will ensure that all Mental Health First Aiders are able to attend any further training sessions as well as refreshers sessions.

## **5. List of Mental Health First Aiders**

1. Rachael Breen
2. Luke Fletcher
3. Harriet Conaty
4. Theo Seaton
5. Beth Parker
6. Michelle Longhurst