



## Trust First Aid Policy V1.1

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## 1. Purpose of the Policy

The health and safety of all members of the Trust community and visitors to our Academies is of upmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the Academies, students and parents/carers are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this, the Trust recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting students at their Academy with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, students and parents/carers to ensure that the needs of young people with medical conditions are effectively supported and that no student will be excluded from full access to the curriculum, including trips and visits and physical education on the grounds of their medical condition.

This policy is created and maintained by the Trust governing body with the assistance of the Executive Headteacher and Trust Operations Director, and is put into practice in conjunction with the Trust's health and safety policy. The Academy expects all staff and students to be familiar with this policy, as with all Trust policies. The governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents/carers and relevant staff.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

## 2. Roles and Responsibilities

The Trust Board holds the overall responsibility for ensuring that the Trust has an up-to-date first aid policy, and effective first aid provision, personnel and equipment in place.

The governing body must further ensure that arrangements are in place to support students with medical conditions and in doing so they should ensure that such children could access and enjoy the same opportunities as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the Academy Headteacher and senior leadership team that are in the best position to monitor the first aid provision in each Academy on a day-to-day basis.

### **The Academy Headteacher**

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher (or their nominated representative) will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the Academy assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The Headteacher is responsible for ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. Headteachers should ensure

that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

## **Head First Aider**

The Trust Operations Director is responsible for ensuring that the first aid provision in each Academy is up to standard and that any shortfalls in provision are identified and dealt with immediately.

## **First Aiders**

Each Academy has sufficient trained first aiders, including all Pastoral Managers/House Coordinators. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work. First aiders receive updated training every 3 years. The Trust Operations Director is responsible for ensuring that their certificates are kept up to date. First aiders are required to give immediate first aid to staff, students and visitors to the Academy when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

There will be at least one first aider on the Academy site when students are present. First Aid Rotas are displayed throughout the Academy showing which members of staff are designated first aiders, and this will be updated if there are any changes to who holds these positions when they occur.

## **Trust Staff**

Trust staff who are not designated first aiders still have responsibility for first aid provision. All staff should be aware of this policy, the Trust's health and safety policy, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the Academy's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the Academy's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in Academy that they are supervising or organising are risk assessed, and in line with the Academy's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the Trust to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in proper working order, including first aid boxes around the Academy. Any defects should be immediately reported to a line manager and that piece of equipment should not be used
- be aware of the needs of students with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a student with a medical condition needs help
- where appropriate to the needs of the student, teachers and other Academy staff may be asked to provide support, including the administering of medicines for students with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The Academy recognises that a first aid certificate is not appropriate training in this instance

- a designated member of staff will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any student with individual healthcare plans that they are likely to encounter.

Volunteers at the Academy have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the Academy's health and safety policy and procedures.

## Students

Students at each Academy should be familiar with this policy and should ensure that they are aware of who the Academy staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the Academy ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the Academy premises
- taking care for their own safety and the safety of others. Students that put themselves, staff, or any other members of the Academy community or visitors to the Academy in danger through reckless behaviour may be dealt with under the Academy's behaviour policy
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where students will be travelling off the Academy premises, for example for a sports match or an Academy trip
- where a student has a health condition which requires an individual healthcare plan the student will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- all students are expected to act in a way that demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow student is unwell.

## Parents

Parents can help the Trust maintain effective first aid provision by:

- alerting the Academy to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the Academy in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the Academy must be notified in writing. This medicine will be kept by Pastoral Staff unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to Academy with prescribed medicine or other types of medicine without the knowledge of Academy staff
- where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, e.g. provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- making the Academy aware of anything that they feel to be a hazard to health and safety on or near Academy premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

## Visitors to the Academy

Visitors to the Academy are expected to take care around Academy and have reasonable responsibility for the safety of themselves and other members of the Academy community. All visitors will have access to this first aid policy, as well as the Academy health and safety policy. Names of Academy first aiders are displayed around the Academy.

### 3. Information on Students

The Academy takes student privacy and confidentiality seriously. Medical information is shared to other staff on a need-to-know basis – for example, ensuring that information regarding student allergies is shared with staff taking a class on an off-site trip. Student medical records will be kept locked in the nurse's office and will only be accessed by the nurse.

All staff will be made aware of which students have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where the child is during the school day.

### 4. Procedure in the event of an accident or injury

In the case of an accident or injury, first aiders should be called. Each Academy has local arrangements for alerting first aiders. They will assess the situation and determine whether emergency services need to be called. First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care immediately.

#### Emergency services

**An ambulance should always be called by staff in the following circumstances:**

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should notify Reception to ensure that access to the Academy site is unrestricted and that the student can be easily accessed by emergency services when they arrive.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the Academy site in time to go with their child themselves. Ambulances will not be delayed for parents to arrive at the Academy. Parents will be informed immediately of any

medical emergency and told which hospital to go to.

All accidents and injuries must be recorded on an accident form and passed to the Operations Director for notification to Manchester City Council's Health and Safety Unit.

## **5. Procedure in the event of contact with blood or other bodily fluid**

The Academy understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury take the following precautions to avoid risk of infection to both them and other students and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle / eye wash station
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the Facilities Manager and take medical advice if appropriate. The Facilities Manager will then arrange for the proper containment, clean up and cleansing of the spillage site.

## **6. First aid in the physical education department and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

**For off-site activities and away fixtures**, a first aid box will be stored on the Academy minibus. These will be taken to any off-site activity. The first aid boxes within the Academy's physical education department are for use in the Academy only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host Academy, school, college or other provider (eg. The Manchester United Foundation) that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host provider's first aiders. If the student must visit the host nurse's office or be given first aid treatment elsewhere, a member of staff from our Academy should be with them at all times. Where necessary in an emergency, students should be taken to the nearest Accident and Emergency Department.

Where students have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Students will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (students, parents, health specialists) during this process.

## **7. Reporting accidents, emergencies and first aid administration**

Any first aider who has administered first aid or medication should fill out a First Aid Form. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Full First Aid procedures are contained in each Academy's Staff Handbook and should be known to all staff.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the Academy health and safety policy.

Pastoral Managers are responsible for ensuring that parents are kept up to date, as is appropriate regarding the health of their child in Academy, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

### **Serious incidents**

Serious incidents will also be recorded, and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

### **Reporting to HSE**

The Academy is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Operations Director to report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

### **Involving staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

### **Involving students, parents, or Academy visitors**

- accidents which result in the death of a person that arose out of or in connection with the Academy's activities
- accidents that result in an injury that arose out of or in connection with the Academy's activities and where the person is taken from the scene of the accident to hospital.

### **Incident investigations**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

## **INDIVIDUAL HEALTHCARE PLANS**

### **Devising an individual healthcare plan**

On being informed by a parent or healthcare professional that a student has been newly diagnosed, or is due to attend or return to Academy after a prolonged absence the Academy will begin the following process to devise an individual healthcare plan to ensure that the student is actively supported:

1. A delegated member of the leadership team will meet with key Academy staff, child, parent and relevant healthcare professionals (or to read written evidence provided by them) to determine the student's needs. They will also identify a member of staff to provide support to the student.
2. In conjunction with input from the healthcare professionals, an individual healthcare plan will be drawn up.
3. The plan will also identify any Academy training need required and in conjunction with healthcare professionals, this specialist training will be undertaken and Academy staff signed off as competent.
4. The plan will be circulated to all relevant parties and to all relevant staff and a review date set.
5. The plan is implemented. The plan will be reviewed at the annual review date by all parties or sooner if parents or healthcare professionals feel there is a change in circumstances.

### **Contents of an individual healthcare plan**

Where a student has an emergency healthcare plan prepared by their lead clinician, this documentation will be used to inform development of their individual healthcare plan. Every individual healthcare plan will contain:

1. Details of the medical condition, its triggers, signs, symptoms and treatments.
2. An explanation of the student's individual needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing and how this impacts on aspects of day-to-day living, e.g. access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
3. Details of any specific support required for the student's educational, social and emotional needs, e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
4. Details of the level of support required and the level to which they can take responsibility for managing their own health needs. This will include details of support required in emergencies.
5. Details of monitoring arrangements required if a student is self-managing their medication.
6. Details of who will provide support within the Academy along with an explanation of how they will be trained and how their proficiency will be evaluated.
7. Details of cover arrangements for when the key support member of staff is unavailable.

8. Written consent from parents and the Principal for medication to be administered by a member of staff, or self-administered by the student.
9. Arrangements for procedures for Academy trips or other Academy activities outside of the normal Academy timetable to ensure the child can participate, e.g. risk assessments.
10. An explanation of what to do in an emergency, including contact details and contingency arrangements.
11. Where confidentiality issues have been raised by either parent or child there will be a list of designated individuals to be entrusted with information about the child's condition.
12. Details of how complaints may be made and how these will be handled concerning the support provided to students with medical conditions.

**FIRST AID BOXES**

**1. First aid boxes**

Arrangements at each Academy differ slightly due to the differing physical make up of the buildings.

**Levenshulme High School:**

First Aid boxes are kept in all Pastoral Offices (E113 & E118), Student Services, Staff Room (C115), Reception, Science Labs and Sports Hall. They can be replenished from supplies kept in the KS3 Pastoral Office (E113). Stock is monitored and ordered on a rota basis among the First Aid responders.

Defibrillators are stored in The Energy Box, the Crossley Building adjacent to Student Services and outside the Errwood Hall.

**The East Manchester Academy**

First aid boxes and supplies are stored in the First Aid room (044), next to the Attendance Office (039) on the Ground Floor. Science, ADT and PE each have their own boxes.

A defibrillator is kept in reception.

First aid supplies are monitored and ordered by David Elms, Assistant Facilities Manager

**Whalley Range High School**

First Aid boxes are kept in the following rooms.

<b>Location</b>
Admin Office (A004)
Reception (A014)
Angelou House Office (A135)
Franklin House Office (B116)
Hepburn House Office (A034)
Germain House Office (A087)
Parks House Office (B019)
Science Prep Room (B010)
LRC (G008)

Kitchen Office (D014)
Food Technology (G014)
PE x 2
Student Services x 2
Mini Bus
Sixth Form
Cleaners Room (A074)
Reception

First Aid supplies are monitored and replenished by Kerri Luker.

Defibrillators are stored in the Main Reception, Student Services and the Learning Resource Centre.