



the **ST LAWRENCE** academy

First Aid Policy

The First Aid procedure at The St Lawrence Academy is in operation to ensure that every student, member of staff and all visitors will be appropriately looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses. In the event of an accident, all members of the academy community should be aware of the support available and the procedures available to activate this.

Within the academy we strive to create a learning environment, curriculum, experiences and relationships in which all individuals can find expression, be nourished and developed.

The academy commits itself to creating an environment for everyone that is characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. These values have been used to determine this policy.

Our success in achieving our vision, aims and objectives relies on staff performing well. To achieve this our staff need the right knowledge, skills and motivation to work efficiently.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within the academy and on academy trips, to prevent, where possible, potential dangers or accidents.

NB. The term FIRST AIDER refers to those members of the academy community who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the academy] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the academy week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital, or by asking parents to pick up a student to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a student who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent member or staff.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.

- Ensure that everything is cleared away, using gloves, and every dressing etc. is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE BOARD OF TRUSTEES will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on academy premises.
- Ensure all new staff are made aware of First Aid procedures in academy.

THE PRICIPAL AND VICE PRINCIPAL OF THE ACADEMY will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

ALL STAFF will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by ATLS/SPLs and recorded on SIMS.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Student Services as soon as possible, either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Student Services if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to Student Services and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on an academy trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will specifically:

- Call for a qualified First Aider, unless they are a First Aider themselves to treat any injured student. This should be done by telephone in the case of minor injuries, or by an urgent message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to Student Services.
- **NOT** administer paracetamol or other medications

Current First Aiders are: Jill Chamberlain, Jo Porter and Dawn Smith.