



Mildenhall College
A C A D E M Y

First Aid Policy

Adoption Date: July 2013

Last Reviewed: July 2017

Next Review: July 2020

This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.

Links to other policies:

- **Medical Conditions Policy**
- **Health and Safety Policy**
- **Educational Visits Policy**
- **Safeguarding Policy**

Mildenhall College Academy

First Aid Policy

It is academy policy to provide first aid support if someone is injured or becomes unwell within the academy building or its immediate surrounding areas.

The academy must ensure that it complies with Health and Safety (First Aid) Regulations.

Although staff duties do not have to include giving first aid, any staff member may volunteer to undertake these tasks. The academy will ensure each faculty/block of the building has adequate and appropriate trained and qualified staff in the role of first aiders, to meet statutory requirements.

The number of first aiders will also allow for sick leave, trips, lunchtimes or off site training.

The Principal and management team will be responsible for appointing any volunteers as first aid staff, organising their training and arranging refresher/renewals. (First aid at work certificates are valid for three years.)

The risk assessment of first aid needs will be carried out following HSE guidelines. The assessment will include the needs of staff, students and visitors to the academy.

Within every building there will be at least one first aid box readily available. In large buildings, or where a building is occupied by more than one faculty, each faculty should maintain its own box. Singular stocked first aid boxes/bags will also be available to take out during trips and local visits. These will be stored at the main reception at Bury Road.

The academy will fully acknowledge and support any members of staff or students with specific medical conditions. Individual specific medical plans (EHCPs) will be put in place in these incidences. Each plan will detail any special daily requirements, any daily medication, symptoms or signs of illness, appropriate treatment and emergency contact details.

First Aider's Duties

First aiders must have completed training and hold a valid certificate of competence approved by the Health and Safety Executive (HSE).

First aiders must give immediate help to casualties with common injuries or illness and those arising from specific hazards.

When necessary, first aiders must ensure that an ambulance or other professional medical help is called.

First aiders must keep a record of all incidents where first aid has been administered for injury or illness.

First aiders must stock first aid areas, monitor use by dates on equipment and place orders for new stock when necessary, under the instruction of the Principal and Teacher/Budget Holder.

Faculty Arrangements

Each academy building will have a designated first aid area stocked with first aid equipment and information.

Each building will have in place, a risk assessment to determine its hazards, needs, resources, organisation of staff and information on how to obtain further help.

Student medical information will be stored within the main office of the academy.

Copies of this information will also be stored in each classroom and in the first aid areas.

A record of all injuries/illness requiring first aid will be logged and kept in each first aid area in an incident/accident book. The information will be logged under the following headings:

- Name of injured or ill person
- Year group or class
- Date/Time of injury or illness
- Injury or illness occurred
- Where injury or illness took place
- What happened prior to injury or illness
- Treatment
- Name of treatment provider
- Reported to
- Any further action taken

More detailed report i.e. Accident/incident report forms – held in the main reception.

Administration of First Aid

First aid must be administered by a member of academy staff who is a named first aider or by a member of staff who has been trained accordingly.

When administering first aid the first aider must always take into account their own safety along with the safety of others. i.e.

- Will entering a situation put the first aider or anyone else at risk?
- Does the first aider need to be wearing protective clothing? (Gloves/apron)
- If an item of students clothing needs to be removed, ensure that more than one member of staff is present while first aid is being administered.
- After administering first aid, has the area been cleaned appropriately and left tidy.

When administering first aid, it may be necessary for first aiders to refer to students' medical information. There may be a medical reason why a student is feeling unwell, or a student may have an allergy to plasters.

When any first aid is given, for injury or illness, it must be logged within appropriate faculty incident/accident book which is kept within each first aid area in the academy. This must also be recorded in the main accident book at reception.

If it is necessary to contact emergency services or parents/carers, the injury or illness must be promptly reported to the main office and the Principal. Office staff will then contact the appropriate people. If it is not necessary to contact emergency services or parents/carers, then where possible inform parents/carers

of any injury or illness at home time. If this is not possible the appropriate note must be filled in to go home informing parents/carers about any injury or illness.