

**TREGONWELL ACADEMY  
FIRST AID POLICY  
AND REPORTING PROCEDURE**

**Adopted by AAC:**

**Autumn 2015**

**High Expectations, Support, Challenge  
Part of Ambitions Academies Trust**

## FIRST AID POLICY AND REPORTING PROCEDURES

The **First Aid procedure** at Tregonwell Academy is in operation to ensure that every pupil, member of staff and visitors to the Academy will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the Academy should be aware of the support available and the procedures available to activate this.

### 1. The purpose of the Policy is therefore:

- a) To provide effective, safe First Aid cover for pupils, staff and visitors.
- b) To ensure that all staff and pupils are aware of the systems in place.
- c) To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents

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

### 2. First Aiders will:

- a) Ensure that their qualification is always up to date. First Aiders should refer to the training schedule kept by Tregonwell Academy
- b) 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
- c) Help fellow First Aiders at an incident and provide support during the aftermath.
- d) Act as a person who can be relied upon to help when the need arises.
- e) 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 child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- f) Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Taken 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/named carer
- g) The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- h) Keep a record of each student, member of staff or visitor attended to, the nature of the injury and any treatment given, in the book provided.. In the case of an accident, the Accident Book must be completed by **The Lead First Aider**
- i) Ensure that everything is cleared away, using gloves, and every dressing etc. be 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 cleaned using sanitizer concentrate available from the Caretaker or by an authorised company No contaminated or used items should be left lying around.

- j) The Lead First Aider at each Campus will ensure that first aid boxes are kept stocked with the following:
- 20 Assorted sterile adhesive dressings
  - 2 Eye pads
  - 4 Triangular Bandages
  - 6 Safety Pins
  - 2 Large Dressing
  - 6 Medium Dressing
  - 1 Pair of Gloves

### 3. The AAC will:

- a) provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981 and updated by Health & Safety Executive in 2013
- b) Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- c) Ensure all new staff are made aware of First Aid procedures in school.

### 4. The Principal and Vice Principal will:

- a) Ensure that the appointed First Aider will 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.
- b) Ensure that in the event of an injury, the student **must** be referred to a First Aider for examination.
- c) 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.

### 5. All staff will:

- a) Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are and the location of First Aid Boxes
- b) Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- c) Be aware of specific medical details of individual students.
- d) Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- e) Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or be trained in 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.
- f) Pupils who feel generally 'unwell' should not be referred to a First Aider unless there is a cause for concern.
- g) Have regard to personal safety.
- h) Staff will refer to a first aider to request permission from the Parent/Carer to administer paracetamol or other medication if a care plan is in place.

Offsite activities.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off site visits.

Key:-

AAC – Academy Advisory Committee

PPS – Pupil Placement Service

RIThe AAC and Staff of Tregonwell Academy acknowledge the increasing danger to children from skin cancer. The school recognises the role, which it can take in protecting and educating pupils in sun safety awareness. The school encourages pupils to drink plenty of water during the day to prevent dehydration.

## **TREGONWELL ACADEMY SUN PROTECTION POLICY**

### **1. Sun Safety**

Vice Principals are responsible for ensuring that sun safety is taught in all classes. Pupils will address sun awareness and sun safety issues as part of the PSHE curriculum. This is planned for in the summer term.

The School will ensure that all staff are fully aware of the sun protection guidelines:

- a) Avoid excessive exposure to the sun during the period between 11am and 3pm
- b) Take care not to burn
- c) Use a good sunscreen
- d) Drink plenty of fluids

Staff should, whilst on official duties, follow the protection guidelines and should act as good role models.

### **2. Sun Screen and Clothing**

Parents will be encouraged to ensure that their children are equipped for protection from the sun. Parents will be asked to provide hats and sunscreen for their children. The school's Easter Newsletter will include a paragraph reminding parents to apply sunscreen before school. If parents would like the cream to be reapplied they are asked to send the sunscreen into school labelled.

### **3. Shade**

The School has shaded areas within the school grounds for use during break times.

### **4. Outdoor Activities**

School outings and sports events during the summer term may mean that pupils are exposed to the sun during the middle of the day. Parents will be notified of these events and asked to supply appropriate clothing, hats and sunscreen. Staff will try where possible to provide a shaded area.

## 5. First Aid

- a) Staff should be confident about their ability to deal with sunburn.
  - Move the casualty into the shade
  - Cool the skin by sponging with tepid water
  - Give frequent sips of cold water
- b) Medical advice should be sought if there is blistering or other skin damage, or if there is dizziness or vomiting.
- c) Parents should be informed by telephone if any first aid is administered.

## 6. Review

This policy will be reviewed every three years

Key:-

AAC – Academy Advisory Committee

PSHE – Physical Social Health Education

DDOR – Reporting of Injuries, Diseases, Dangerous Occurrences

**Reporting and Recording of Accident and Incidents**  
**Accident/Incident including Dangerous Occurrence and physical assault in School suffered by Pupil/Employee/Visitor**

Minor Injury



Complete Accident Form



Inform Parent/Carers

Reportable Incidents

An accident that involves an employee being incapacitated from work for more than 7 consecutive days.

An accident which requires admittance to hospital for in excess of 24 hours.

Death of an employee.

Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

**For non-employees and pupils an accident will only** be reported under RIDDOR:

Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;

It is an accident in school which requires immediate emergency treatment at hospital

Inform Parents/Carers. Complete form F2508

[www.hse.gov.uk](http://www.hse.gov.uk)

**First Aid Box – location**

**Petersfield Campus**

First Aid Room  
School Reception

School Kitchen  
Science Lab  
PPS Office  
Site Manager's Workshop  
Minibus 1 and 2 Kia People Mover

**Nigel Bowes Campus**

First Aid Room  
Kitchen Preparation Room

Food Technology Room  
Staff Work Room

**TLC**

School Reception  
Staff Room

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