



<b>Langwith Bassett Junior Academy Administration of First Aid Policy</b>			
<b>DOCUMENT CONTROL</b>			
<b>Policy Level</b>	Junior Academy		
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V 1.0	Mar 2024	Updated Policy	

This is the Policy of:

Langwith Bassett Junior Academy  
Bassett Hill  
Upper Langwith  
Mansfield  
Nottinghamshire  
NG20 9RD

Aston Community Education Trust recognises the importance of providing adequate and appropriate First Aid provision for all pupils/students and staff in the academies as well as visitors to the sites and will take all reasonable practical steps to fulfil our responsibility.

As part of our commitment to ensuring a safe and healthy environment we have adhered to the following guidelines.

### **Aims**

- To formulate and implement effective procedures for incidents requiring First Aid, ensuring that all reasonably practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils/students and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff, pupils/students.
- To ensure that all medicines are stored safely and administered according to instructions received from parents/carers.
- To develop First Aid awareness amongst staff, pupils/students and other supervising adults.

### **First Aid Provision**

The Principal in consultation with the Estates Manager is responsible for ensuring that there is an adequate number of qualified First Aiders based at each academy and that the number of First Aid trained personnel is sufficient to cover break, lunchtimes, after school clubs/activities and foreseeable absences. On sites where there is Early Years Foundation Stage provision this includes a paediatric First Aider being present at all times whilst young children (under the age of five) are on site/under the care of the school. People using ACET sites for evening and weekend lettings are responsible for ensuring their own adequate First Aid provision.

First Aid training needs are reviewed on an annual basis by the Principal / Estates Manager, and particularly after any changes, to ensure the provision remains adequate.

### **School Visits**

The Principal is responsible for ensuring that all school trips/visits are suitably staffed. Portable First Aid kits are readily available to be taken on all outings and can be organised via the academy administrator overseeing educational visits. Following the visit kits should be returned to the appointed administrator who will check the contents and replenish any used items.

### **First Aid Boxes**

First Aid boxes are placed in key locations around site and checked by Lead First Aid Staff / Office Administrators on a half-termly basis. Portable first aid kits are taken outside during breaks or PE sessions.

## **Recording and Reporting of Accidents**

Accidents are reported in three ways:

- Pupil/student accidents which need little or no treatment eg. minor bumps, cuts or abrasions are recorded in the Accident log (Junior Academies) or as an electronic note, if warranted, on SIMS (Senior Academies).
- Pupil/student accidents which require immediate/significant First Aid or are serious enough to require professional medical attention eg. deep cuts, suspected sprains or fractures etc. are recorded on ACET accident forms.
- Adult accidents – are recorded on ACET Accident forms.

In addition, any incidents that could have led to serious injury are documented on 'Near Miss report forms'.

Blank accident forms are available to staff from Lead First Aiders/ Office Administrators.

Dependent on the type and seriousness of an accident parents/carers will be contacted as appropriate and, in all instances, where a head injury or bump to the head occurs (this may be via a bump note, text message or verbally).

In the event of a serious accident ( if the incident involves any suspected breaks to limbs, strikes to the head, involves referral to medical professionals or occurs as a result of school equipment or the fabric of the building) the Lead First Aider or appointed person dealing with the incident will contact emergency services, ensuring that relevant information is passed to the Principal and Estates Manager as expediently as possible in order that parents/carers or in the case of adults, next of kin can be informed as soon as practically possible (this may be via telephone call if either are not present on site). To ensure continued care, should parents/carers be temporarily unavailable to accompany the child to hospital a member of staff will travel and wait with them until a guardian arrives to support the child.

Serious accidents or dangerous occurrences must be brought to the attention of the CEO via the Estates Manager, who will decide upon further action, including overseeing the completion of a RIDDOR Form and ensuring its submission to the HSE, which may be via the Local Authority Health and Safety Link.

Following all serious incidents investigation procedures are undertaken to establish any necessary remedial actions and ensure these are addressed at the earliest practical opportunity. Details of the accidents are included in the academy business reports at the half termly Local Governing Body Meetings.

### **Contact with parents/carers**

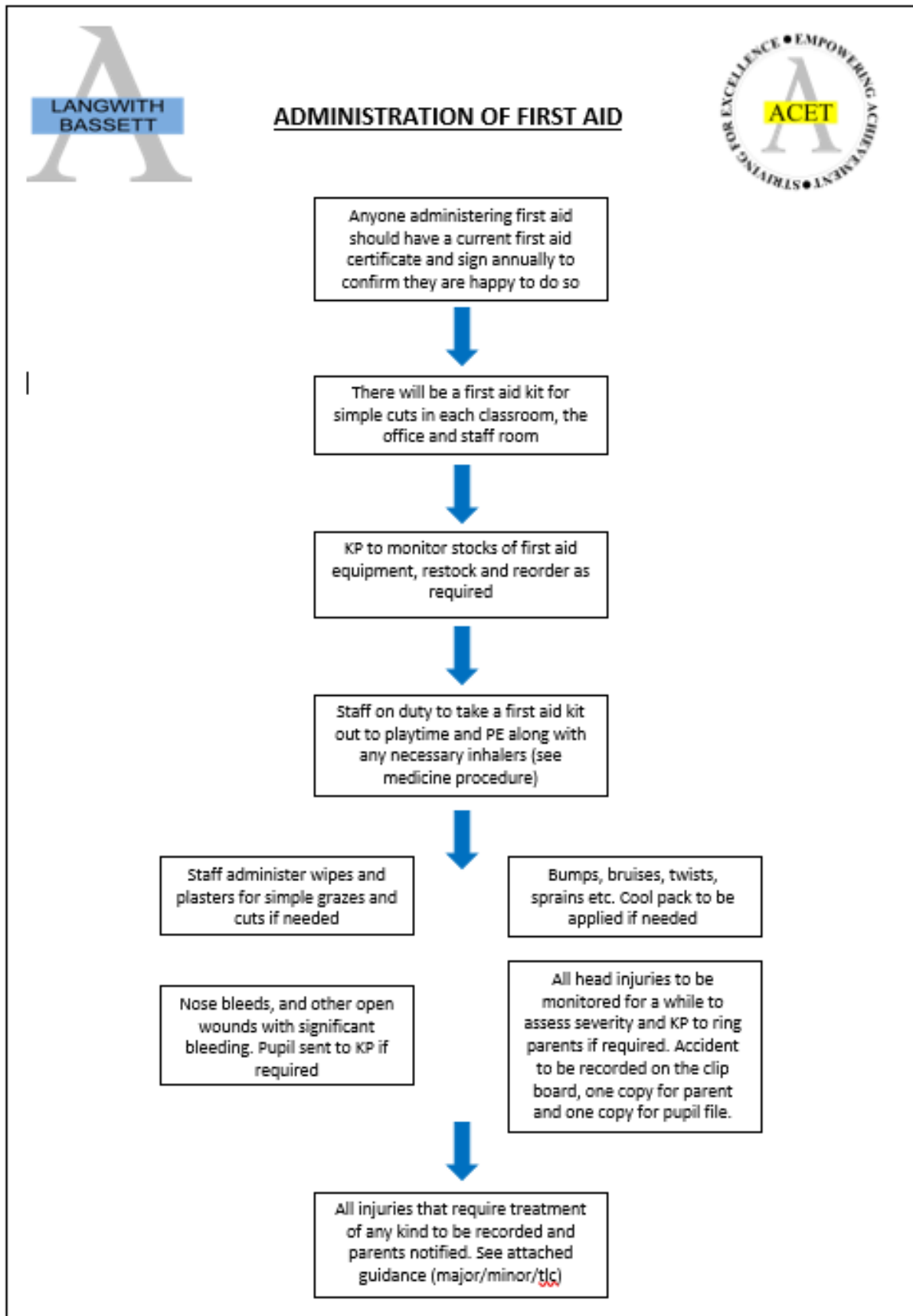
Whilst we will endeavour to contact parents/carers at the earliest opportunity where an accident to their child presents itself as serious immediate First Aid and any urgent medical attention will always be prioritised.

Parents may not be contacted on all occasions where very minor incidents take place e.g. paper cuts, small grazes/ bumps (other than to the head), redressing of previous cuts etc. One of the academy trained First Aiders will as normal make a judgement on the severity of the injury in relation to the age of the child and pass on details if appropriate. The child may be given a wrist band to notify other staff at the academy that first aid has been administered so that further checks can be made, and to alert adults at home that treatment has been received. Parents may also receive a copy of the accident form entry via email so that relevant information can be shared if considered appropriate.

Should the status of an injury change and the child show signs of deterioration from the initial assessment parents will be contacted accordingly.

Where a child becomes unwell the situation will be assessed and parents contacted to pick up their child if necessary.

Please also see the First Aid Risk Assessment for Individual Pupils for further guidance relating to First Aid routines which are bespoke to each academy.



## ADMINISTRATION OF FIRST AID

### Reporting Guidance for staff

<b>Category</b>	<b>Definition and reporting arrangements</b>
<b><u>Minor</u></b>	<ul style="list-style-type: none"> <li>• A gentle head "bump" or "tap" where there is no visible mark, lump or indentation and no particular force and no further effects.</li> </ul> <p><b>This MUST be monitored by classroom staff for further symptoms developing throughout the day leading to increased response.</b></p> <ul style="list-style-type: none"> <li>• Anything requiring just a little TLC and reassurance</li> <li>• small grazes or tiny cuts</li> <li>• red marks with no injury ( given tiny people report any "spot")</li> <li>• anything that just requires a wipe</li> <li>• minor ankle twists or falls where there is no residual effect after a few minutes</li> </ul> <p><b>Verbal communication with parents at end of the day. At staff discretion may be logged on the daily admin sheet.</b></p>
<b><u>Requiring an accident form</u></b>	<ul style="list-style-type: none"> <li>• A bang to the head - with some force leading to some after effects ie visible mark, small raised bump, skin pale, child complains it hurts (these may only be temporary)</li> </ul> <p><b>This MUST be monitored by classroom staff for further symptome developing throughout the day leading to increased response.</b></p> <ul style="list-style-type: none"> <li>• Twisted ankle where pain remains after several minutes or immediate or rapid bruising.</li> <li>• cut or graze with blood flow ( not just surface colouration)</li> </ul> <p><b>Wrist band and accident form</b></p>
<b><u>Requires hospital or further medical attention</u></b>	<ul style="list-style-type: none"> <li>• Head injury resulting in pupil losing consciousness, open cut, rapid or bruised lump or indentation, skin pale and clammy, clear after effects, possible shock.</li> <li>• Open wound with bleeding where plaster will not stop blood flow.</li> <li>• Twist where foot cannot be put to the floor, rapid bruising or swelling. obvious injury resulting in changes to shape.</li> <li>• Collapse</li> <li>• Anaphylaxis</li> <li>• This may be a 999 call or call to parents depending on the severity of the situation.</li> </ul> <p><b>Immediate parental notification, accident form and report to ACET H&amp;S - Sarah Cooper</b>  <a href="mailto:sarah.cooper@astonctrust.org">sarah.cooper@astonctrust.org</a></p>

- IMPORTANT NOTE – It is not possible to predict or plan for every eventuality, but most incidences within a Primary setting would be covered broadly within the above guidance. Trained first aider expertise will be required to further advise in some circumstances.