ACADEMY GREAT BARR

First Aid Manual

Policy Owner:	Craig Larkin
Approved by:	Local Governing Body
Date:	05.02.19
Ratified by:	Draft (QAT Board)
Date:	
Next review date:	November 2019

1. Qualified First Aiders – First Aid at Work

Name	Date Qualification Gained	Review Date
Mrs V Barnett*	13.03.17	13.03.20
Mr M Lavin*	16.01.17	17.01.20
Mr M Kulyna	11.01.17	12.01.20
Mr T Davies	21.11.16	22.11.19
Mr A Stabler	16.11.16	17.11.19
Mrs S Ward	19.09.16	20.09.19
Miss M Samuel	15.09.16	15.09.19
Mrs B Hussain*	15.09.16	15.09.19
Mrs C Busby*	15.09.16	15.09.19
Mrs M Priddey*	18.04.16	19.04.19
Mr L Price	11.01.19	11.01.22

A complete list of Qualified First Aiders is displayed in the main reception area of the Academy alongside an effective Duty Rota*. This information is also displayed in other staffing areas.

All patients, if mobile, as a result of injury (not illness) and requiring First Aid should be sent (accompanied if necessary) to Reception with written details of the injury.

Reception will contact the duty First Aider as detailed on the rota, with the details of the injury.

The First Aider will attend to the student or member of staff and will use medical facilities available to them in the Academy Medical Room.

If the patient is unable to move/mobile, please call reception (1234), state "URGENT"**,** and the receptionist will contact the First Aider who will attend the locality.

The Duty First Aider will record all incidents in the appropriate First Aid books kept in:

- ✓ First Aid Room (Staff and Students)
- ✓ Lifestyle office (Students only)

1.1 First Aiders

- ✓ Each Student will require a separate entry.
- ✓ Students are not able to self-refer direct to a First Aider. They must be referred, by a member of staff.
- ✓ Only Academy related injuries should be referred. A student who is concerned about an injury that occurred outside the Academy, should be actioned as per normal illness (i.e. parents contacted).
- ✓ In an emergency. However, (e.g. a serious bleed following an injury) the First Aider will attend.
- ✓ A small emergency supply of Sanitary Wear (Red Box project) is kept in the Reception office.

- ✓ First Aiders will assess each situation and recommend a course of action. If a child is going home or to hospital, the First Aider or designated member of staff will speak to the parents to explain the situation.
- ✓ First Aiders will issue a head injury letter in every case where appropriate.
- ✓ If an injured student needs to go home, the First Aider will inform reception, who should send the information immediately to the Personalising Learning Director.
- ✓ If an ambulance is required, it does not have to be a First Aider who accompanies the student, any member of staff can fulfil this task, but the Personalising Learning Director and Personalising Learning Champion should be the first people informed.
- ✓ All 999 Calls for Ambulance should be made by Reception or General Office Staff.
- ✓ Any member of staff accompanying an ambulance may order a taxi to return to the Academy, if other alternatives are not immediately available. A receipt should be obtained and the cost will be refunded. Receipts and details should be given to the Finance Officer, who will repay from the Academy Health and Safety Budget.
- ✓ Staff using their own vehicles should claim expenses via Finance Manager.

1.2 Availability of First Aiders

- ✓ Duty availability for routine first aid is kept in the Reception Office.
- ✓ How to Contact: - Dial 1234 for Reception.

1.3 In an Emergency

- ✓ Call the Nearest First Aider;
- ✓ Staff other than First Aiders can issue plasters if appropriate. However, the member of staff should check whether the child has an allergy to them;
- ✓ First Aid Boxes (apart from the medical room) - are available around the Academy including Science Preparation Office. These are stocked at the advised basic level.

1.4 Location of the boxes

Information can be obtained from the Site Manager.

- ✓ All First Aiders have their own portable kit and/or easy access to the Medical Room.
- ✓ Spare supplies are kept in the Medical Room, the Site Manager will be responsible for all ordering and restocking of First Aid supplies.

1.5 Educational Visits

- ✓ The Visit Organiser must ensure that a trip First Aid pack is collected from Mr Larkin. These should be ordered in advance.
- ✓ Even if a First Aider is present on the trip, the visit leader is still responsible for ensuring that the First Aid pack is organised.

Medications cannot be issued by any member of staff. The only exception is when arrangements have been made by Parents/ Carers to the Personalising Learning Director who will control this aspect of student care.

1.6 Medical Awareness List

This will be produced by the designated member of staff with responsibility for Student Welfare and circulated to all Personalising Learning Directors, and a copy will be put on the Staff Room

Notice Board. In addition, care plans for children with medical conditions and special requirements are located in relevant Company Offices.

1.7 Auto-Injector (EPIPEN) Training

Training can be delivered by the Academy nurse to appropriate staff.

1.8 Diabetic Awareness

Training by the Diabetic nurse organised through the designated member of staff with responsibility for Student Welfare.

1.9 The Medical Room

This will be used by the Academy nurses on the days they are in the Academy. They are not available or qualified for first aid. The room will also be used by the First Aiders and by the diabetic students who require self-administered treatment.