



**A C A D E M Y
G R E A T B A R R**

First Aid Procedures

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Approved by:	Local Governing Body
Date:	05.02.19
Ratified by:	QAT Board
Date:	April 2019
Next review date:	November 2019

Q3 Academy
First Aid Procedures

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Qualified First Aiders – First Aid at Work

Name	Date Qualification Gained	Date of Expiry
Mrs C Busby	16.09.2016	15.09.2019
Miss M Samuel	16.09.2016	15.09.2019
Mrs B Hussain	16.09.2016	15.09.2019
Mrs S Ward	21.09.2016	20.09.2019
Mr A Stabler	18.11.2016	17.11.2019
Mr M Kulyna	13.01.2017	12.01.2020
Mr M Lavin	18.01.2017	17.01.2020
Mrs V Barnett	14.03.2017	13.03.2020
Mrs M Priddey	14.03.2017	13.03.2020
Mr A Turner	28.10.2016	27.09.2020
Mr T Davies	23.11.2016	22.11.2021

- ✓ A complete list of Qualified First Aiders is displayed in the main reception area of the Academy alongside an effective Duty Rota.
- ✓ 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/not mobile, please call reception (0), state **URGENT**, and the receptionist will contact the First Aider who will attend at the locality.
- ✓ The Duty First Aider will record all incidents in the appropriate First Aid books kept in:
 - First Aid Room (Staff and Students)
 - Reception (Students only)
- ✓ Each student will require a separate entry
- ✓ Students are not able to self-refer direct to a First Aider. They must be referred, in writing, by a member of staff on the reception desk.
- ✓ 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 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.
- ✓ Where necessary a health and safety incident report form must be completed and returned to the Facilities manager. This should include how, when and where the incident took place as well as the details of the injury itself.

Availability of First Aiders

Duty availability for routine first aid is kept on Reception.

How to Contact: - Dial 0 for Reception

In an emergency, call the nearest First Aider.

All Emergency First Aiders will have a First Aid Kit local to the area where they work.

Name	Number to dial	Location
Mrs C Busby	1229	Admin
Miss M Samuel	1675	PLD
Mrs B Hussain	2724	Science Prep
Mrs S Ward	1793	PLD
Mr A Stabler	2223	Cadets Office
Mr M Kulyna	1652	PLD
Mr M Lavin	2724	Science Prep
Mrs V Barnett	1828	Main Office
Mrs M Priddey	1543	Lifestyle Office
Mr A Turner	2543	Curriculum Leader
Mr T Davies	0	Reception

- ✓ Plasters – 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 are available around the Academy (apart from the medical room) including;
 - Reception
 - PE Department.
 - Beauty Salon (Quintessential)
 - Exams Officer's office
 - IT office
 - Communications office.
 - Science Prep. Room
 - D&T machine room

These are all stocked at the advised basic level.

Please familiarise yourself with the location of the boxes.

Information can be obtained from Mrs. V Barnett

- ✓ First Aiders all have their own portable kit and /or easy access to the Medical Room.
- ✓ Spare supplies are lodged in the Medical Room; Mrs Barnett will be responsible for all ordering and restocking of First Aid supplies.
- ✓ Educational Visits
 - The Visit Organiser must ensure that a “trip” First Aid pack is collected from Mrs Barnett, and 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.
- ✓ Tablets
 - Tablets must not be issued by any member of staff.
 - The only exception is when arrangements have been made and the Parent/Carer has given consent to the Personalising Learning Director who will control this aspect of student care. The following Paracetamol request form will be sent out for parent/carer signature;

Requests for the Academy to Give Paracetamol

Q3 Academy wants to ensure the safety and comfort of students whilst on our premises. Occasionally we are asked to administer Paracetamol to assist with pain relief. In order to do this, we require the consent of the parent/carer. Paracetamol will not normally be administered:

- ✓ following a head injury
- ✓ when a student is already taking other medication

If you agree to the Academy giving your child Paracetamol please complete the consent form below. If this form is NOT returned we will assume consent is not given

Dear Principal

I request that

(Full name of student)

May be given the medication: **Paracetamol** for pain relief

Duration of medication: A maximum of **one** tablet every 4 hours but not exceeding the recommended dosage

Dose Prescribed: 500mg tablets

I will immediately inform the Academy in writing of any periods when my child is taking other medicines. I accept that this is a service which the Academy is not obliged to undertake and also agree to inform the Academy of any change in dosage or the withdrawal of my consent immediately in writing.

Signed: *(Parent/Guardian)*

Print Name: *(Parent/Guardian)*

Date:

Notes to Parents:

- ✓ The Governors and Principal reserve the right to withdraw this service.
- ✓ An electronic record will be kept by the Academy listing the date and time Paracetamol has been given to a student.

Medical Awareness List

This will be produced by the Director of Holistic Development who will be responsible for Student Welfare and circulated to all staff and Personalising Learning Directors.

Medical Care Plans

A few students have a more serious medical condition; these students have a medical care plan. These are held in company offices. All staff must familiarize themselves with the medical care plans of the children they teach.

EPIPEN Training

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

Diabetic Awareness

Training by the Diabetic nurse is organised through the Director of Holistic Development who has the responsibility for Student Welfare.

The Medical Room

This will be used by the nurses on their allocated days 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.

Referral to the nurse

If you are concerned about a health issue with a student, please discuss this with the student's company. If a referral is needed, this is done with a referral form. These are available in the company offices and must be faxed to the person in charge of school nurses.

Injections

Occasionally students will have an injection administered at the Academy. They will have received details regarding the time and date prior to their injection. This usually takes place in the Hospitality Suite. Students must be released from their lesson to attend at the stated times, failure to do this may mean they do not get their inoculation and they may not get another opportunity.