



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

# First Aid Procedures

Approved by:	Local Governing Body
Date:	May 2025
Next review date:	May 2026

## **Aim**

The aim of our policy is to:

- ✓ ensure the health and safety of all students, staff, and visitors to the Academy;
- ✓ ensure that all parties are aware of their responsibilities;
- ✓ provide a framework for responding to, recording, and reporting medical incidents.

## **Legislation and Guidance**

This policy is based on the advice of the Department for Education and following legislation:

- ✓ [DfE First Aid guidelines;](#)
- ✓ [Health and Safety \(First Aid\) Regulations, 1981;](#)
- ✓ [Management of Health and Safety at Work Regulations, 1992;](#)
- ✓ [Management of Health and Safety at Work Regulations, 1999;](#)
- ✓ [The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations, 2013;](#)
- ✓ [Social Security \(Claims and Payments\) Regulations, 1979;](#)
- ✓ [The Education \(Standards for Academies\) Regulations, 2014.](#)

## **Roles and Responsibilities:**

### **Governing Body**

The governing board has ultimate responsibility for health and safety matters, but delegates responsibility for the strategic and operational management, and day-to-day tasks to the headteacher and staff.

### **Headteacher and Site Manager**

The Academy provides First Aid and Emergency Response training for staff on request. A full list of trained staff, and details of qualifications, is held by the Site Manager, who is delegated by the headteacher as being responsible for ensuring an appropriate number of trained staff are on-site at any one time.

The Site Manager is responsible for monitoring all reported incidents through EVOLVaccidentbook and will keep record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR, 2013 legislation (regulations 4, 5, 6, and 7). The report to HSE will be made as soon as is reasonably practicable and in any event within 10 days of the incident.

The headteacher, or member of staff as delegated, will notify Ofsted and relevant Child Protection agencies of the death of, or any injury or accident deemed sufficiently serious by the headteacher, a student whilst in the Academy's care.

### **First Aid Staff**

First Aiders are responsible for recording and reporting medical incidents as soon as reasonably practical following an incident, and in the cases of severe medical emergencies, liaising with relevant stakeholders and healthcare professionals (if required).

Student Services are responsible for replenishing First Aid stock in the Medical Room and First Aid kits.

First Aiders are responsible for ensuring that their qualifications remain valid, and for keeping their skills up-to-date. Should anything change in their circumstances that affects their ability to deliver effective, safe, and prompt first aid, then they must inform the Academy immediately. Any incidents that require reporting to the HSE must be reported by staff to the headteacher.

### **First Aid Procedures**

- ✓ All patients, if mobile, as a result of injury (not illness) and requiring First Aid should be sent (accompanied if necessary) to Reception with details of the injury;
- ✓ Reception will request a First Aider to attend the patient;
- ✓ 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 unless an emergency;
- ✓ If the patient is unable to move/not mobile, please contact Reception, and a receptionist will contact a First Aider who will attend at the locality;
- ✓ The first aider will log all first aid administered on EVOLVEaccidentbook. Where access to a device/internet is not possible, it may be logged on paper and transferred to EVOLVEaccidentbook at a

suitable time;

- ✓ Students are not able to self-refer directly to a First Aider. They must be referred through Reception;
- ✓ An emergency supply of sanitary wear is kept on Reception which students may access freely;
- ✓ In the event of a head injury, the student will usually be sent home. Parents/carers will be advised to seek the advice of a healthcare professional and should follow NHS head injury guidance;
- ✓ If an injured student needs to go home, the First Aider will inform Reception who will make the student's Head of Year aware, and also ensure that the Attendance Team are notified;
- ✓ If an ambulance is required, parents/carers will be notified as soon as is reasonably practical;
- ✓ Reception will be made aware of all calls for an ambulance and be informed of where to direct the ambulance on arrival;
- ✓ Where necessary a health and safety incident entry must be completed on EVOLVEaccidentbook which can be viewed by the Site Manager. This should include how, when and where the incident took place as well as the details of the injury itself.
- ✓ Plasters – any staff can issue plasters if available and necessary. Staff are asked to first ask to ensure that the person receiving the plaster is not allergic to plasters.

### **Off-site Procedure (Educational Visits and Trips)**

- ✓ A Visit Leader should ensure that a portable first aid kit is available on off-site visits, or that first aid is available at the venue being visited;
- ✓ Medical details for students and parent/carer contact details can be accessed remotely by staff through EVOLVE+;
- ✓ The risk assessment for off-site visits should consider students' needs as identified on the consent form for the visit.

### **Medication**

- ✓ Medication must not be issued by any member of staff (except for emergency life-saving medication);
- ✓ The only exception is when arrangements have been made by the Academy to keep safe a stock of medication for a child to self-administer at specified times of the day. This medication will be stored at Reception. It is the responsibility of the child to collect medication at the correct time.

### **Individual Health Plans**

Students who have more serious medical conditions may have an Individual Health Plan (previously referred to as Care Plans) devised by a healthcare professional. Parents/carers must ensure that a copy of this is shared with the Academy on completion and when updated. A hard copy of all IHPs are stored on Reception, with an electronic copy stored on the child's SIMS profile.

### **Emergency Response Training**

Annual training is available for staff through the Sandwell Nursing Team to respond in an emergency situation (such as the use of an auto-injector device, inhalers, diabetes management, etc.).

### **The Medical Room**

This may be used by the Sandwell Nursing Team if attending the Academy; they are not available or qualified to deliver first aid. The room will also be used by First Aiders and by students who require self-administered treatment.

### **Referral to the Sandwell Nursing Team**

If you are concerned about a health issue with a student, please discuss this with the student's Head of Year. If a referral is needed, this is done with a referral form usually completed by the Head of Year or Assistant Head of Year who will in turn liaise with the Inclusion Team and the Assistant Headteacher for Personal Development.

### **Vaccinations**

The Academy is used as a venue for delivery of vaccinations in line with the schedule implemented by VaccinationUK who are responsible in full for the programme. All enquiries in relation to vaccinations must be directed to [VaccinationUK](https://www.vaccinationuk.co.uk/).