

## FIRST AID POLICY

King Harold Business & Enterprise Academy  
November 2019

<b>Name of Responsible Manager</b>	Barry Dowsett – Facilities Manager
<b>Name of Head of School</b>	Ian Tilbury – Head of School

### Policy Statement

King Harold Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at King Harold Academy is held by the Head of School who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

### Qualified First Aid Staff

At King Harold Academy, the qualified first aiders are as follows:

- Barry Dowsett
- Kevin Locke
- Sarah Dunne
- Kylie Lewis
- Jason Butcher
- Elle Clarke
- Julie Colley

- Karla Kingham
- Ryan Locket
- Rhys Shimmen
- Gemma Shinkins
- Angela Atkinson

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

## First Aid Provision

- Our First Aid Needs Assessment has identified the following first aid kit requirements:
- 18 first aid kits on the premises - These first aid kits are situated in designated areas within the school with the main kit being located in the First Aid room in Pupil Services.
- It is the responsibility of the Facilities Manager to check the where about and the contents of all first aid kits every term and record findings on the KHA checklist. Completed checklists are stored within the First Aid room
- The First Aid room has the following facilities: bed, running water, first aid kit, privacy screen, telephone and chair.

## Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- receives a head injury (bump on head)

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### Records

All accidents requiring first aid treatment are to be recorded on school student database and on the school Every system the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date, time and location of the accident
- Type of accident (eg. bump on head etc.)
- Treatment provided
- Action taken

The school Every system allows the facilities manager to monitor and print reports of all accidents and once any follow-ups are done can be added to report at any time.