

# Bradford Forster Academy

## First Aid Policy

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of respect, growth, and community whilst following our strapline of '**Everything is possible for one who believes**' Mark 9:23.



# FIRST AID POLICY

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## **1 Aim**

To set out the provision of First Aid related to Academy activities.

## **2 Introduction**

2.1 First Aid provision aims to preserve life and help promote recovery in the event of injury or illness. Policies developed to deliver care are developed suitable and sufficient risk assessments carried out by relevant staff in conjunction with the Academy First Aid Officer.

2.2 The Academy seeks to ensure that there is adequate and appropriate equipment and provisions for providing first aid in accordance with current regulations and HSE guidance.

2.3 Health and Safety legislation places a duty of care on employers for the health and safety of their employees and anyone else on the Academy premises: this would include the Principal, teachers, associate staff, students, and visitors. This policy covers:

- Who is responsible for duties within the Academy
- Specific First Aid provision
- Arrangements for off-site trips
- In and out of Academy hour's arrangements
- Other medical care

## **3 Objectives**

3.1 To ensure that there is adequate provision of first aid at all times for:

- All Academy premises; teaching, maintenance, sports, and leisure areas.
- All user groups including visitors, parents/carers, and contractors.

3.2 To comply with the aforementioned guidance and legislation to ensure the Academy provides adequate First Aid provision as far as is deemed reasonably practicable. Including:

- Establishing and maintaining First Aid equipment, clear signage and specialist equipment when required.

- Ensuring appropriate First Aid cover and equipment is available for off Academy visits
- 3.3 To conduct appropriate risk assessments to determine the First Aid needs of the Academy.
- 3.4 To ensure that where individuals have been injured there are suitable mechanisms in place to provide timely treatment and adequate records are made including reporting where appropriate to the Health and Safety Executive (HSE) relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)

## **4 Guidance**

### **Responsibilities**

- 4.1 Welfare of the Academy community is the concern of all however the Principal, Academy Leadership Team, Academy Governors, and Heads of all Academy departments (teaching and associate staff) are the primary providers of responsibility for the implementation of this policy and for developing detailed procedures, including appropriate cover of insurance.
- 4.2 Heads of teaching and associate departments, with the support of the Academy Business Leader and First Aid Officer, will facilitate conducting regular First Aid risk assessments reviews, to confirm appropriate First Aid provision for their area of responsibility.
- 4.3 The risk assessment to determine the First Aid needs will include consideration of the following:
- Size of the Academy, split sites, multi-levels
  - Location of the Academy
  - Specific hazards or risks on the site
  - Students or staff with special health needs or disabilities
  - Practical departments, such as Science, Technology, PE
  - Previous record of accidents / incidents at the Academy

- Provision for in-Academy hours and out of Academy hours activities
- Off-site activities including trips
- Contractors on site and agreed arrangements

## **5 Specific First Aid Provision**

### **5.1 First Aiders**

- Sufficiently trained First Aiders to cover day to day and other Academy activities will be provided
- A First Aider (paediatric First Aid) will accompany students on visits out of Academy
- First Aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
- The Academy also have a First Aid Officer in addition to First Aiders. This person will have received formal training and their duties may include:
  - Act as the primary First Aider and respond to first aid calls
  - Assist in looking after first aid equipment, e.g. restocking of supplies
  - Ensure that an ambulance or other professional medical help is called as appropriate
  - First Aid training will be refreshed every 3 years with yearly refreshers available

### **5.2 First Aid Boxes**

- First Aid boxes will be provided in areas of the Academy where accidents are considered most likely, with indication to their location
- A First Aid kit will also be taken when students leave the Academy on organised trips or participate in sports events

- The contents of a First Aid box will be in accordance with the guidance given by the HSE (First Aid at work INDG 214)
- First Aid boxes will be replenished as necessary and regularly checked for contents and expiry dates

### 5.3 **First Aid Notices**

Lists of members of staff, which will include their location and contact details, who are qualified First Aiders or Paediatric First Aiders will be displayed on noticeboards in the Academy and near the visible First Aid boxes.

### 5.4 **Access to First Aid**

All students and staff will be given information on the provision of First Aid at their induction. All visitors and contractors as accompanied and accounted for by Academy staff, will be directed to assistance.

### 5.5 **Record Keeping**

Details of any incident which requires treatment will be recorded. Staff and visitor's accident book is used for staff and visitors. An accident form will be completed for all groups by the First Aider providing treatment.

### 5.6 **Calling an Ambulance**

The First Aider attending the call working alongside the First Aid Officer will normally be responsible for summoning an ambulance and for organising an escort to go with the student to hospital. In the case of out of hours the attending First Aider will do so. A member of staff will always stay with a student in hospital until their parent/guardian is able to attend.

### 5.7 **Emergency Medical Treatment**

In accepting a place at the Academy, parents are required to give their consent for the Principal or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the Academy is unable to contact a parent.

## **6 Academy First Aid Room**

The First Aid Room is located on D0 corridor in between the Canteen and D0.2 (Food Technology room). One of the two Defibrillators is located in here, along with student medication and other first aid equipment.

## **7 Off-site and out of hours provisions**

- 7.1 In the case of off-site and out of hours provision, the named and nominated First Aider on the trip or on the site, will attend to any incidents as they occur and fulfil the duties assumed of a trained First Aider.
- 7.2 Contact phone details for additional medical assistance will be provided in key areas.

## **8 Students with identified potential First Aid needs**

- 8.1 Staff have access to a list of students who are subject to the potential of a severe allergic reaction or other potentially life-threatening conditions (such as asthma, diabetes) both on the Academy administration system and in paper copies sensitively stored in the PE department, and First Aid Room.

## **9 Medical Care**

- 9.1 This procedure is limited to the provision of First Aid; the Academy has arrangements in place for:
  - Managing students with specialist medical needs or learning differences
  - Provision of medical assessment and investigations including transport to appointments as required.
  - Keeping of confidential medical records
  - Medicines management including over the counter medication and medicines and treatments brought to Academy for students.
  - Emotional wellbeing and mental health including counselling and Health Promotion

## 10 Legal Requirements and Education Standards References

[First Aid at work: Your questions answered](#)

[First Aid Provision and Training in Academies](#). *Medical Officers of Academies Association (MOSA)*

[First aid in schools, early years and colleges](#), Department for Education

[Infection Diseases: Education and childcare settings](#)

[Health and Safety at Work etc. Act 1974](#)

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#)

[The Health and Safety \(First Aid\) Regulations 1981](#)