



KING JAMES I ACADEMY

First Aid Accident Reporting Policy

Location of First Aid Facilities

There are several first aid kits positioned around school including main reception, the Science department, the Learning Support Centre (LSU), PE, student support office and main reception

A portable first aid kit must be obtained from the main office for school visits (this is the responsibility of the lead staff member on the trip)

Responsibilities of the Trained First Aiders

- Provide appropriate care for students, staff and/or visitors who are ill or sustain an injury.
- Record all accidents on onto CPOMS. These incidents will go to the office, J.Page then R.Brown
- In the event of any injury to the head, however minor, ensure that parents/carers are contacted by telephone, if parents/carers are uncontactable a text must be sent to ensure home has been notified of the head injury so monitoring can be continued when the students returns home from school
- If a child is treated for any reason a text message will be sent home to inform parents or carers
- Make arrangements with parents/carers to collect student and take them home if they are deemed too unwell to continue the school day.
- Reception to be notified if a student is being collected due to illness, once collected office staff are to notify student support officer for attendance purposes.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Contact emergency medical services as required
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

Responsibilities of the Appointed Person (AP)

- Ensure that all staff and students are familiar with the school's first aid and medical policy.
- Ensure that all staff are familiar with measures to provide appropriate care for students with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).
- All medications are kept in the Student support office, in individual labelled boxes, any medication requiring refrigeration will be kept in the fridge, in the student support office.
- In conjunction with learning coordinators AP will ensure that a list is maintained and available to staff of all students with particular medical needs and appropriate measures needed to care for them.
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Working with the schools SENCO and learning coordinators the AP will ensure that correct provision is made for students with special medical requirements both in school and on offsite visits.
- On a termly basis, review First Aid records to identify any trends or patterns and report to appropriate Pastoral staff, SLT and if required the school Governors

Responsibilities of the schools SLT

- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Maintain adequate facilities.
- Fulfil the school's commitment to report to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- If a student refuses to take medicines, staff will not force them to do so, and will inform the parent/guardian of the refusal, as a matter of urgency, on the same day.

It is the responsibility of parents/carers to:

- Notify the school in writing if the student's need for medication has ceased.

- Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions – this must be shown on a new doctor’s letter or pharmacy dispensing label.
- School staff will not dispose of medicines – none required/out of date medication will be sent home
- All Medicines, should be collected by the parent/guardian at the end of the school year.
- Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

What to do in the case of an accident, injury or illness

- A member of staff or student witnessing an accident, injury or illness should immediately contact a named trained first aider. The school office should be contacted if the location of a trained first aider is uncertain.
- Any student or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The student or member of staff should not be left unattended.
- The first aider will organise an injured student’s transfer to another area of the school as appropriate and/or to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider, school reception staff or student support officer.
- A written record of all accidents and injuries is maintained on CPOMS through the completion of first aid/accident reporting slip.
- Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury including: (but not exclusively)
 - Head injury (a head injury advice sheet should be given to any student who sustains a head injury) Available from the appointed person
 - ⊞ Suspected sprain or fracture
 - ⊞ Following a fall from height

- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure Severe hypoglycaemia for students, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the student is generally unwell

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any student taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a student becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital, unless medically advised of an individual protocol for a specific student by a medically trained practitioner.

Accident reporting

First aid/accident reporting slips must be completed for any accident, injury or illness occurring at school. Accidents involving staff or visitors, must have a “Corporate accident / incident / ill-health or near miss report form” completed as soon as possible and returned to the main office,

Students who are unwell in school

Any student who is unwell cannot be left to rest unsupervised.

- Anyone not well enough to be in school should be collected as soon as possible by a parent/carer
- CPOMS must be completed by the member of staff responding to the incident
- If a student is unwell at school, however a first aider accesses it is appropriate for the student to stay in school or parents/carers are not

contactable to collect the student first aid/accident reporting slips must be completed stating stayed at school

First Aid equipment and materials

First aiders are responsible for stocking and checking the first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked. At a minimum first aid boxes contain:

- First aid/accident reporting slips
- At least 20 adhesive hypo allergenic plasters & triangular bandages (slings)
- Cleaning wipes
- Adhesive tape
- Medium sized unmedicated dressings
- Large sized unmedicated dressings
- Disposable gloves
- Yellow clinical waste bags

First aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip or a staff member working with the school from the provision being visited has an appropriate first aid qualification. The trip organiser must undertake a risk assessment to ensure an appropriate level of first aid cover (reference to the educational visits policy, which includes further guidance).

A portable first aid kit must be obtained from the office for school visits by the visit lead staff member

This must be returned to the main office for replenishing on return – Office staff to ensure it is appropriately stocked.

Any accidents/injuries must be logged using the first aid/accident reporting slip.

RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury, the appropriate health & safety procedure must be

followed. The Headteacher will be responsible for investigating and completing additional paperwork for any serious accidents or injuries.

Students using crutches or having limited mobility

- Parents must inform the school of the nature of injury and the anticipated duration of immobility. The students Learning coordinator will arrange for a 'class partner' to carry books, open doors etc.
- Appropriate information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the student's needs.
- Arrangements will be made for the student to arrive/leave lessons early to allow for a safe transfer around school.
- Parents must inform the school of any particular difficulties.

Emergency care plans and treatment boxes

- The Student Support Officer and/or Appointed Person ensures that staff are made aware of any student with an emergency care plan.
- These care plans are stored on Provision Maps and as paper copies in the Student Support Office.
- Emergency treatment boxes must always be taken if the student is out of school (Medical boxes specific to meet individual student need).

Students with medical conditions

- A list is available in the SEN dept and on Provision Maps of all students who have a serious allergy or medical condition.
- This information is useful for lesson planning and for risk assessments prior to a school trip.
- If staff become aware of any condition not on these lists please inform the students learning coordinator and the student support officer.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed. When dealing with any body fluids wear disposable gloves. Wash hands thoroughly with soap and warm water after the

incident, for at least 20 seconds Keep any abrasions covered with a plaster. Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include: Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag (available in all 1st aid boxes) then placed in the waste bin in the accessible toilet. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

Infectious diseases If a student is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines.

Emergency procedures for injury or illness

- Assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic, and/or violence.
- A responsible adult should stay at the scene and give help until a first aider arrives.
- Send word for a first aider.
- This person will take charge of the emergency, render any further first aid needed and call for additional resources as required.
- DO NOT give medications unless there has been prior approval by the parent or guardian. Follow school medication policy.
- DO NOT move a severely injured or ill student or staff member unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines for “NECK AND BACK INJURIES.”
- Under no circumstances should a sick or injured student be sent home without the knowledge and permission of the parent or guardian.
- In the presence of a life-threatening emergency, call 999.

- The first aider, school receptionist or student support officer must notify the parent/guardian of the emergency as soon as possible to determine the appropriate course of action.
- If the parent/guardian cannot be reached, notify a parent/legal carers preferred emergency contact.
- A responsible individual should stay with the injured student.
- Fill out the first aid/accident reporting slips and return to the student support officer.

After school activities

The member of staff organising the after-school activity is responsible for ensuring appropriate first aid measures are in place and staffing are available to attend should they be required.

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made.