

BLACKWATER

**ACADEMY**

**FIRST AID POLICY**

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| Date of Implementation | July 2021 |
| Review Date | July 2022 |
| Chair Governor | Miss Andra Iordache |

Key Facts:

* To ensure that we promote the good health of all the pupil in our care.
* First aid can save lives and prevent minor injuries from becoming major ones.
* Blackwater academy will ensure that there are adequate facilities and appropriate equipm ent for providing first aid in the workplace, including for visitors, as well as for the age of pupil.
* Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements, for information for emplo yees on first-aid arrangements, as well as adequately trained and experienced staff.
* This minimum provision is suppl ement ed with a first aid needs assessment to i dent ify any addit ion al r equir ement s specific to blackwater academy, to record the findings and to introduce measures to manage any risks.
* First aid provision must be available at all times whilst pupil are on the Blackwater Academy premises and including visits off site.
* Our Academy, staff and others have a duty to safeguard and promote the welfare of pupil.

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# Legislative Requirements

* 1. The following legislation and guidance have been duly considered, to ensure adequate provision has been made for the provision of First Aid at Blackwater Academy:
		+ **The Health and Safety at Work Act 1974-** requires he employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc.
		+ **The Management of Health and Safety at Work Regulations 1999** - requires employers and self-employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc.
		+ **Health and Safety (First Aid) Regulations 1981-** requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
			- **The Education (Independent Blackwater Academy s St andards) Regulations 2014** - Pa rt 3 (para gra ph 13) Welfare, Health and Safety of Pupils requires that the propriet or ensures that first aid is adm inist ered in a timely and

com petent man n er by the drawing up an d eff ect ive implement ation of a written first aid policy.

* + - * **Healt h and Safety Executive (HSE) - Guid elines on Re gulation of the Health and Safety (First Aid) Regulations published 2013** - *Recommends a range of factors to be considered including the size of the Blackwater Academy. The first aid nee ds assessment should consider a range of factors related factors such as: t he nature of the work and associated risks such as curricula and*

## spe cial ed ucational needs and/or disabilities; histor y of accidents and illne ss; lone working; travelling ; remoteness from main Blackw ater Academy site; absence of first aide rs; provision for non-employees such as visiting parents and First Aid Pol icy Page 3 of 10 June 2016 volunte ers; the number of first aiders required and the type training considered most suitable .

* + - * First Aid in Blackwater Academys 2014 and Health and Safet y Advice on Legal Dut ies and Powers outline specific additional guidance to which we adhe re.
			* All staff receive induction training to help them underst and their roles and responsibilit ies induction trainin g must include healt h and safety issues.
1. **Policy Overview**
	1. The definition of first ai d is as follows:
* In cases w he re a person will need help from a medical pract it ioner or nurse, treatment for the purpose of preserving life and minimi sin g the consequences of injury and illness until help is obt ained; and,
* Treatment of minor injuries which would otherwise receive no t reat ment, or which do not need t reat m ent by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under a

separate Blackwater Acade my policy.

* 1. This policy provides an overview of the statutory requirement s an d how these are met in blackwater aca demy. All safe guar ding and pupi l prot ection policy guidelines must be adhered to both on and off the Blackw at er Academy sit e, when first ai d is administered.
	2. The responsibility for drawing up an d implem ent ing the First aid policy is delegated to the Head, including info rmin g staff and par ent s. However, implement at ion remains the responsibility of all st aff in our Blackwa t er Academy in or der to keep pupil healthy, safegua rded and prot ect ed whenever they are in our car e.

# Current Procedure

* 1. Our appointed perso n (First aid co-or dinat or) undertakes and records an annual review and first aid needs ass essment to ensur e that adequat e provision is available given the size of our Blackwater Acade m y, the staff numbers, our specific lo cat ion and the needs of individu als .
	2. Our risk assessme nt includes consi deration of pup ils an d st aff with specific conditions and major illnesses, such as ast h ma and epilepsy, takes accoun t of an an al ysis of the history of accidents in Blac kwat er Academy , as well as the iden t ific at ion of specific hazar ds. It also includes careful plann in g for an y t rips and visits, which alwa ys include a suit ably trained first aider, in keeping with our Learn in g Outside the Classroom: Educational Visits policy.
	3. Our procedu re out lines when to call for help when neces sary , su ch as an ambulance or emergency medical advice from profession als/ t reat ment, and outlines t he requirements for documenting necessa ry treatment once applied. The m ai n dut ies of a First Aider are to give immediate help to casualt ies w it h common injuries or illnesses and those ar ising from specific hazards at Black wat er.
	4. We ensure that first ai d pro visi o n is available at all t imes, in cludi ng out of Blackwater Academy trips, during PE, and at other times when the aca demy facil it ies are used.
	5. We keep a wri tt en record in our accident book of all accident s or inj uries and first aid treat ment We must inform parent (s)/ carer (s) of any ac cident or inj ury on the same day, or as soon as reasonably pract icabl e, of an y first aid t reat m ent. For furt her info rmation please see our Accident an d Incident Report ing Policy.
	6. **Reporting & Re cording of Accidents**

Blackwater Academy recognises that:

We have a duty to repo rt incid ent s t hat involve the:

* Health & Saf ety at Work Act 1 97 4
* Social Security Regulat io ns 1979
* Reporting of Injuries, Disease s and Dang ero us Occurr ences Regulat ions 1 995

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## \* this will be carried out by the Blackwate r Academy Se cret aries wit h assistance from the Blackwater Academ y' s He alt h and Sa fet y Consultant if requi red. Guida nce from the Health and Safety policy ' Re porting Acciden ts' will be sought when such a situation arises.

An unreliable accident / incident report ing system, or t he under rep ortin g of near miss incidents could lead to dangero us occurr ences re curri ng which may resu lt in personal injury to staff, parents or visit or s. Breac h of t he statutory requirement to report specific incidents to the Health & Safety Ex ecutive (HSE) may lead to prosecut ion. Inadequat e incident reporting procedures will inhibit st at ist ical analy ses of acci dent dat a.

**Procedures**

At Blackwater Academy we make every effort to minimi se t he ri sk of accidents but we recognise that accidents may st ill occur.

Parents are required to fill out a M edical Form, when a pupil joins t h e Blac kwat er Academy , detailing any medical condit ion of their pupil as well as norm al pupil hood diseases . In addition to the above, the fo llowi ng it ems and records ar e also cont rolled by the Secretarial St aff :

* The Accident Book - filled in for any injury, how ever mino r, requir ing treatment.
* **Pupil's** M edicines - kept in a lo cked cabinet and administ er ed as directed.
* Medicines Boo k - detai ling what has been given to whom, for the record.
* A small stock of propriet ar y tabl ets and medicines for general use , kept in a
* Locked cabinet.

All accidents to pupils, st aff , parents and visit ors, no matt er how small will be reported to the Blackwater Acade my off ice as soon as possi ble aft er the accident t ook place . The First Aider present will deal with the acci dent and treat any injuries as re quir ed. Once the individuals have been t reat ed, all det ails regarding the accident , will be recorded in the Accident Book by a m ember of staff, copies of which wil l be given to the form tutor and the Headmast er. An invest iga t ion in t o the accident should be und ert aken im mediat ely or at least on the same day. Ju dgement s should be made as to what can be done to reduce the risk of similar ac cidents occur r ing again. The accident book is kept in the Blackwater

Academy office. For more serious accidents, the First Aider should complet e the relevant sect ions, detach the ' Accident / Injury Record Sheet' and place it in the Incident Log which is situated in the Offi ce. Records shou ld be stored for three years. All accidents/ near misses will be reported in the annual Health & Safety Review at the policy review date or as requested. The Headmaster will ensu re that accidents, which are report able to the Health & Safety Executive, are report ed using the appropriate form.

# Fir st Aid Training

* 1. We carefully consi der, and review annually, the training needs of our staff to ensure that suitable staff are t rained and experienced to carry out first aid duties in our Blackwater Academy. In part icula r, we consider the following skills and experience s:-
* Reliability, com municat ion and disposition.
* Aptitude and ability to abso rb new knowledge and learn new skil ls.
* Ability to cope with stressful and physically demanding emerge ncy procedures.
* Normal duties are such that they may be left to go im mediat ely and rapidly to an. emergency, and Need to maintain normal operations with minimum disruption to t eaching and learn ing.
	1. Fir st aiders in our Blackwater Academy have all und ert ak en appropriat e training. They have a qualification in eit her First Aid at work or Emergency First Aid at work (EFAW, 1 day or 4-6 hours). . Befo re the certificates expire, first aiders need to undert ake a requalification course as appropriate, to obtain another three year certificate. In relation to the FAW/EFAW training cour ses, provide rs will follow the cu r rent guidelines issued by Resuscitat ion Council (UK) October 2015. E-l earn ing or other forms of distance learn in g is not recom mended by the HSE as a valid form of delivery because training must be delivered face to face to allow for a hands on practical approach .
	2. Training will be updat ed every three years and will not be allow ed to expire before retraining has been ach ieved.
	3. The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skil ls are up-to-date, although we are awar e t hat this is not

m an dat ory . An n ual t hr ee hour basic skills updates in between formal trai ning are strongly recommended by HSE t o keep staff up to dat e.

* 1. Our appointed person (First aid co-ordi nat or) in Blackwater Acad emy who is

responsible for looking af t er first aid equipmen t and facilities, as wel l as calling the emergency services as required is- M Wl ({ 6lcA *17*

* 1. The following staff have completed a recognised training course in FAW:

Kyle Morrison Sameera Tassawar Luke McNamara Cheryl Brain Abdul Rehman Omaar Shafiq Tom Morris Abbie Brookes Jamie Gallagher Will Bratt

* 1. The following staff have completed First Aid in Work:
		+ Mr Will Bratt
		+ Miss Jamie Gallagher
1. **Contents of our First Aid Box**
	1. Our minimum provision, (not mandatory) as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person (see 3.1 above), as well as the

provision for staff of relevant info rmat io n on first aid ar ra n gements.

In our suitably stocked First Aid box we provide the fo llowing, or suit able alternatives:-

* a leaflet giving general guidanc e on First Aid e.g. HSE leafl et 'Basic advice on First Aid at work' (INDG347 rev 1).
* 20 individually wrapped st er ile adhesive dressin gs (asso rted sizes);
* two sterile eye pads;
* four individually wrapped triangular ban dages (pr efe rably sterile);
* six safety pins;
* six medium size d (a pproximat ely 12cm x 1 2cm ) individually wrapped sterile un­ medicated wound dressi ngs;
* two large (a pproximat ely 18cm x 18cm) st erile individ ually wrapped un-medicated wound dressin gs; one pai r of disposable gloves.
* We do not keep tablet s or medici nes in t he first aid box.
	1. Our first aid boxes are kept in the fo llowing places:



* Medical Room
* Headteacher's Off ice
	1. We take great care to prevent the spread of infect io n in Blackwater Academy, particularly in the event of spillages of bodily fluids which we m anag e eff ect ively by washing off skin with soap and running wat er, out of eyes with tap wat er and or an eye wash bottle, wash splashes out of nose with tap wat er, record detai ls of any cont am in at ion , and seek medical advice where appropriate .
	2. First aiders take care ful precau tions to avoi d the ri sk of inf ect ion by covering cuts and grazes with a waterproof dressin g, wear ing suit able gloves, using suit abl e eye protection and aprons where splash ing may occu r, use devices su ch as face shi elds when giving mouth to mouth resuscit at ion , wash hands after every procedu re.

# Monitoring and Evaluation

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* 1. Our school's senior leaders hi p team monitors the quality of our first aid provision, including training for st aff , on an annual basis. Our policy will be revi ewed annually, accordingly.
	2. Biannual overview report s are provided to our Saf eguardin g com mitt ee which includes an overview of first ai d treat ment to pupil including the ident ifi cat ion of any recurring patterns or risks, lessons learned with the management act ions to be taken accordingly including the provision of adequate training for staff.