

GLC FIRST AID POLICY

This Policy was ratified by the Board of Directors on :	Spring 2022
This Policy will be reviewed by the GLC Board on :	Summer 2024

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures.....	4
5. First aid equipment.....	5
6. Record-keeping and reporting.....	6
7. Training.....	7
8. Monitoring arrangements.....	8
9. Links with other policies.....	8
Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]	8
Appendix 2: accident report form.....	11
Appendix 3: first aid training log	12

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with the GLC's funding agreements and the GLC's Articles of Association.

3. Roles and responsibilities

In GLC schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. **During coronavirus:** the GLC will use its 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If after taking all possible steps the GLC is still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Beyond this, on each GLC site – and dependent upon an assessment of first aid needs – the GLC will usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

During coronavirus: the GLC will discuss their updated risk assessment with first aiders and appointed persons for their input and so they are confident about providing the right assistance.

3.1 The First Aid Lead and first aiders

The GLC's First Aid Lead and/ or first aiders is are as follows:

GLC Academy	First Aid Lead	First Aiders
Gateway Academy		
Gateway Primary Free School		
Herringham Primary Academy		
Lansdowne Primary Academy		
Tilbury Pioneer Academy		

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role [see section 7] and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident [see the template in appendix 2]

- › Keeping their contact details up to date

3.2 The GLC Board of Directors

The GLC Board of Directors has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the head of school and staff members.

3.4 The head of school

The head of school is responsible for the implementation of this policy, including:

- › Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- › Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- › Ensuring all staff are aware of first aid procedures
- › Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- › Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- › Ensuring that adequate space is available for catering to the medical needs of pupils
- › Reporting specified incidents to the HSE when necessary [see section 6]

3.5 Staff

All GLC staff are responsible for:

- › Ensuring they follow first aid procedures
- › Ensuring they know who the first aiders in school are
- › Completing accident reports [see appendix 2] for all incidents they attend to where a first aider is not called
- › Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- › The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- › The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- › The first aider will also decide whether the injured person should be moved or placed in a recovery position

- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the First Aid lead will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for [first aid during coronavirus](#). They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

When taking pupils off the GLC premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the visit leaders prior to any educational visit that necessitates taking pupils off school premises.

For trips involving pupils from the Early Years, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During coronavirus: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape

- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

The following are suggestions only. Adapt this section to reflect your school's first aid arrangements.

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record
- Records held in the first aid and accident book will be retained by the GLC for a minimum of 3 years, in accordance with regulation 25 of the Social Security [Claims and Payments] Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The First Aid Lead will keep a 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 First Aid Lead will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns [including scalding]
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days [not including the day of the incident]
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Schools with Early Years Foundation Stage provision add sections 6.3 and 6.4 below:

6.3 Notifying parents

The First Aid Lead will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of School will also notify Thurrock Social Care of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Each GLC academy will keep a register of all trained first aiders, what training they have received and when this is valid until [see appendix 3].

Staff are expected to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

8. Monitoring arrangements

This policy will be reviewed by the GLC Board of Directors every 2 years.

At every review, the policy will be approved by the GLC Board of Directors.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders]

FORENAME	SURNAME	AREA	EXPIRY DATE	TRAINING
EKUA	AKUMANYI	TECHNOLOGY TEACHER	04/01/2025	EFAW / DEFIB
CHARLOTTE	BETTLE	SEN ADMIN	04/01/2025	EFAW / DEFIB
CLAIR	BETTLE	LEAD COACH	04/01/2025	EFAW / DEFIB
CLAIRE	BROWN	ART TECHNICIAN	TO BE BOOKED	
KATE	CLARKE	SCIENCE TEACHER / SENCō	04/01/2025	EFAW / DEFIB
NIGEL	CONNCANNON	GEOGRAPHY TEACHER / HOY / HOF	19/10/2023	EFAW / DEFIB
JULIE	COX	CURRICULUM PLUS	04/01/2025	EFAW / DEFIB
DOM	DAVISON	EWO	04/01/2025	EFAW / DEFIB
AMI	DIXON	PERFORMING ARTS TEACHER / HOY	TO BE BOOKED	
TRACY	DIXON	LEAD COACH	TO BE BOOKED	
MAGGIE	EAREY	SITE MANAGER	COURSE BOOKED 07/02	
MARTIN	EAREY	SITE STAFF	19/10/2023	EFAW / DEFIB
AMY	EDWARDS	SCIENCE TECHNICIAN	04/01/2025	EFAW / DEFIB
ANNA	FULLER	LEAD COACH	04/01/2025	EFAW / DEFIB
MARIA	HALLIDAY	CATERING	19/10/2023	EFAW / DEFIB
ROZ	HORN	SCIENCE TEACHER	04/01/2025	EFAW / DEFIB
MUNYA	KAMUTERO	TRAINEE TEACHER	04/01/2025	EFAW / DEFIB
SARAH	KEMPTON	CATERING MANAGER	19/10/2023	EFAW / DEFIB
DEAN	MARCH	TECHNOLOGY TECHNICIAN	19/10/2023	EFAW / DEFIB
DAN	NORRIS	MATHS TEACHER	04/01/2025	EFAW / DEFIB
BECKY	MEAD	PERFORMING ARTS TEACHER / HOY	04/01/2025	EFAW / DEFIB
KATE	PALMER	LEAD COACH	TO BE BOOKED	
TRACEY	PASSINGHAM	WELLBEING CO-ORDINATOR	04/01/2025	EFAW / DEFIB
REA	PAYNE	TRAINEE TEACHER	19/10/2023	EFAW / DEFIB
KERRY	PIZZEY	SITE STAFF	19/10/2023	EFAW / DEFIB
CHLOE	RAVENHILL	CATERING	19/10/2023	EFAW / DEFIB
RACHEL	REYNOLDS	FOOD TECHNOLOGY TEACHER	04/01/2025	EFAW / DEFIB
DANIELLE	ROBERTSON	MATHS/PE TEACHER	04/01/2025	EFAW / DEFIB
HARRY	RODELL	LEAD COACH	19/10/2023	EFAW / DEFIB
PAUL	SALTER	WELLBEING CO-ORDINATOR	04/01/2025	EFAW / DEFIB
LOUISE	SMITH	STUDENT SERVICES / LIBRARIAN	17/10/2024	EFAW / DEFIB
CHARLIE	SPALL	SITE STAFF	TO BE BOOKED	
NATALIE	STEEL	ADMIN / FAC	04/01/2025	EFAW / DEFIB
UTE	STEENKAMP	ENGLISH TEACHER / HOY	04/01/2025	EFAW / DEFIB
RHIANNON	THOMAS	PERFORMING ARTS TEACHER / HOF	04/01/2025	EFAW / DEFIB
SAM	VICKERS	ADMIN	TO BE BOOKED	
TERESA	WILLIAMS	CLEANING MANAGER	19/10/2023	EFAW / DEFIB

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
SIGNATURE		DATE	

Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

XXXXXX

GLC First Aid Policy

SECTION 1 GENERAL POLICY STATEMENT

- The Board of Directors of the GLC accept their responsibility under the Health and Safety [First Aid] Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the GLC.
- The Board of Directors recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- As part of the Government's agenda to improve the lives of children and young people and the updated guidance on Managing Medicines in Schools [replaces earlier Department of Education and Education Department of Health Supporting Pupils with Medical Needs 14/96 published 1996] this document is the First Aid Policy of the GLC.
- This policy looks to ensure that everyone, including Parents/Carers, is clear about their role in this respect. It further looks to, where appropriate, support children with medical needs to enable regular attendance. Students with medical needs will be identified by the SENCO and where appropriate an individual care plan will be discussed with parents/carers and relevant outside agencies to support the student in school.

SECTION 2 STATEMENT OF FIRST AID ORGANISATION

The GLC's arrangements for carrying out the policy include eleven key principles.

1. Places a duty on the Board of Directors to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in each GLC academy which require first aid treatment.
8. Provide information for employees on the arrangements for first aid.
9. Undertake a risk assessment of all first aid/support for medical needs requirements of each GLC academy.
10. Place a duty on Parents/Carers to provide medical information on their child if he/she has a diagnosed condition which would require support in school.
11. Provide insurance to protect all first aiders' from claims/damages.

SECTION 3 ARRANGEMENTS FOR FIRST AID

3.1 Materials, equipment and facilities

Each Academy within the GLC will provide materials, equipment and facilities as set out in National Guidance on First Aid.

The location of first aid containers in:

a) Gateway Academy:

- Medical room [including portable kits]
- Science Prep Room
- Technology, including Food Technology
- PE
- School Kitchen

b) Lansdowne Primary Academy

- First Aid room in the main office;
- Nursery Kitchen;
- Staff Room [travel kits are kept in the cupboard];
- School House kitchen
- Each year group has a pouch in a designated classroom
- Caretaker's Office;

c) Herringham Primary Academy

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-

d) Gateway Primary Free School

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-

e) Tilbury Pioneer Academy

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The contents of the first aid box(es) will be checked on a regular basis by the Appointed Person in each academy who is responsible for first aid. This will be logged on a monitoring sheet.

The appointed person will be responsible for all record keeping on first aid.

ITEMS FOR FIRST AID BOXES TRAVELLING FIRST AID KITS

- Guidance card/leaflet on first aid and specific conditions i.e. burns, choking etc.
- individually wrapped sterile dressings
- Adhesive dressings (assorted sizes)
- Sterile eye pad
- Individually wrapped triangular bandages
- Safety Pins
- Medium sized individually wrapped sterile unmedicated wound dressings (approx 12cmx12cm)
- Large sterile individually wrapped un-medicated wound dressings (approx 18cmx18cm)
- individually wrapped moist cleaning wipes
- 1 small packet Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.

In compliance with The Education [The Academy Premises] Regulations 1996, the Board of Directors will ensure that a room in each academy will be made available for medical treatment. This facility will contain the following and be readily available for use:

- sink with running hot and cold water;
- drinking water [if not available on mains tap] and disposable cups;
- paper towels or tissues;
- working surfaces;
- a range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage;
- chairs;
- blankets;
- soap;

- clean protective garments for First Aiders;
- suitable refuse container (foot operated) lined with appropriate plastic liner, refuse to be double bagged;
- an appropriate record-keeping facility;
- a means of communication, e.g. telephone.

In addition to the items set out for the first aid box, within each academy the following items will be provided:

- Disposable drying materials [Site/Premises];
- Plastic bowls – one for cleaning wounds and one for cleaning vomit, excreta, etc.
- An effective cleaning solution used in accordance with instructions [Site/Premises]
- Bags for ‘double bagging’.

3.2 Appointment of First Aiders

The appointment of First Aiders within each academy within the GLC will comply with National Guidance on Assessment of First Aid needs. The Head of School of each GLC academy will appoint a member of staff to be the Appointed Person.

The duties of the Appointed Person are to:

- take charge when someone is injured or becomes ill;
- look after the first aid equipment e.g. restocking the first aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate;

The Board of Directors recognise that the Appointed Person need not be a First Aider, however they will support any member of staff who is an Appointed Person to undertake emergency first aid training and refresher training.

In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Board of Directors accept their responsibilities towards non-employees. In order to provide first aid for students and visitors, the Support Services Manager [SSM] [or their equivalent] of each GLC academy will undertake a risk assessment to determine, in addition to the Appointed Person, how many emergency First Aiders are required and if appropriate an employee with a First Aid at Work certificate of competence. In implementing the outcome of the risk assessment, the Board of Directors acknowledge that unless first aid cover is part of a member staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

Where possible, first aid training will be undertaken to meet the needs of students/employees with lower level special health needs or disabilities. SEN students and others who have more significant or severe special health needs or disabilities may need to be addressed in accordance with the Disability Discrimination Act. SEN students in either case, should have annual reviews [see Annex 1, Form 4];

Where pupils are travelling on a mini-bus the following items will be carried:

- antiseptic wipes, foil packaged;
- disposable bandage (not less than the 7.5cm wide);
- triangular bandages;
- packet of assorted adhesive dressings;
- sterile eye pads with attachments;
- assorted safety pins;
- pair of rustless blunt-ended scissors;

Staff using the mini-bus have a responsibility to inform the designated person that contents are low.

3.3 Information on First Aid arrangements

The SSM [or equivalent] of each academy will inform all employees at the academy of the following:

- the arrangements for recording and reporting accidents;
- the arrangements and agreed protocols for first aid;
- those employees with qualifications in first aid;
- the location of first aid boxes;

In addition, the SSM will ensure that signs are displayed throughout each academy providing the following information:

- names of employees who are first aid certified;
- location of first aid boxes;

All members of staff will be made aware a copy of the GLC's First Aid Policy.

3.4 Management of Medicines in school

There is no legal duty requiring academy staff to administer medicines. Where the academy agrees to administer such medicines, it will only be possible if:

- The medical need is diagnosed and clearly defined;
- Agreement has been reached between Parent/Carer and the academy regarding needs;
- Staff agree to administer such medications;
- Staff are given appropriate training for such needs;
- All medicines will be held in a designated place with clearly defined access.

3.5 Provision away from the Academy

Provision for first aid on an academy visit and journey will be determined by the risk assessment.

3.6 Review of the First Aid policy

The Board of Directors will review the First Aid Policy on a bi-annual basis.

SECTION 4 ACCIDENT REPORTING

This section of the First Aid Policy is to comply with the GLC's Health and Safety Policy. The Board of Directors will implement the procedures in line with those of Essex Council for reporting:

- all accidents to employees;
- all incidents of violence and aggression;

The Board of Directors is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR] in respect of reporting the following to the Health and Safety Executive as it applies to employees:

1. An accident that involves an employee being incapacitated from work for more than 3 consecutive days [excluding the day of the accident but not including non working days];
2. An accident which requires admittance to hospital for in excess of 24 hours;
3. Death of an employee;
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine;

For non-employees and pupils an accident will only be reported under RIDDOR:

1. Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; **or**
2. It is an accident in a GLC Academy which requires immediate emergency medical treatment at hospital.

All accidents to non-employees [e.g. visitors] which result in injury will be reported to the Board of Directors.

The procedure for managing first aid incidents and medicines in school is provided at Annex 1 to this policy.

SECTION 5 PUPIL ACCIDENTS INVOLVING THEIR HEAD

The Board of Directors recognise that accidents involving the student's head can be problematic because the injury may not be evident [e.g. internal] and the effects only become noticeable after a period of time. In all cases, parents/guardians will be notified by telephone.

SECTION 6 TRANSPORT TO HOSPITAL OR HOME – CRITERIA FOR CALLING FOR AN EMERGENCY AMBULANCE

- a) The Head of School of each GLC Academy will determine what is a reasonable and sensible action to take in the circumstances in each case.
- b) Where the injury is an emergency an ambulance will be called. Following this, the parent will be called. It is sensible to discuss with the Emergency Services the destination hospital before phoning a parent as parents often are better placed to attend the receiving hospital. Due regard also has to be given to the estimated time of arrival of the ambulance.
- c) Where hospital treatment is required but it is not an emergency, then the Head of School will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted then the Head of School may decide to transport the pupil to hospital.
- d) Where the Head of School makes arrangements for transporting a child then the following points will be observed:
 - no individual member of staff should be alone with a student in a vehicle;
 - the second member of staff will be present to provide supervision for the injured student; this second member of staff should, ideally, be a first aider
 - at least one member of staff should, ideally, be the same gender as the student.

NB – The Academy has an insurance policy which enables all staff to transfer students to hospital in their own cars.

6.1 Criteria for calling for an Emergency Ambulance

If in doubt an ambulance should be called. The decision of the qualified first aider should override seniority in all cases.

An Emergency Ambulance, by dialling 9999 [four nines], should be called in cases of; difficulty in breathing, heart failure, severe bleeding, unconsciousness, serious burns, suspected fractures, shock or poisoning. Due regard also has to be given to any mechanisms of injury. Injury is not always apparent when gaining signs and symptoms from a patient but the history may reveal a mechanism that only later shows as a sign or symptom of trauma.

SECTION 7 PERSONNEL

This section contains the names of employees at the Academy with a qualification in first aid or who have a first aid responsibility.

a) The Gateway Academy

Appointed Person(s)

First aiders at work List attached

b) Lansdowne Primary Academy

Appointed Person(s)

First aiders at work List attached

c) Herringham Primary Academy

Appointed Person(s)

First aiders at work List attached

d) The Gateway Primary Free School

Appointed Person(s)

First aiders at work List attached

SECTION 8 PROCEDURE FOR COMMUNICABLE DISEASES

The GLC Academies will follow the procedure laid down by the Local Authority.

ANNEX 1:

Forms

Form 1: Managing First Aid Incidents

Form 2: Contacting Emergency Services

Form 3a: Managing Medicines in School (Prescribed medication)

Form 3b: Managing Medicines in School (Non prescribed medication)

Form 4: Health Care Plan/Review (SEN/Medical Need Students)

PROCEDURES AND PROTOCOLS

All staff has a responsibility to act upon any incident they encounter.

You should:

Call for the nearest first aider, notices are placed throughout the school which you should have familiarised yourself with.

Assist first aider if required, to pass relevant information, get other first aid assistance or medical help.

First aiders' will always complete the appropriate paperwork, either a minor accidents at school or an accident/injury form depending on nature of incident.

A copy of the minor accidents form will be passed to the appointed person who will retain for record purposes.

A copy of the accident/injury form will be passed to the Personnel Officer who will retain for record purposes.

Staff should have familiarised themselves with the protocols (these are e-mailed from time to time) for calling the emergency services.

Inform parents in the event of **all** head injuries however minor they

REQUEST FOR AMBULANCE

You will need to dial four nines (9999) to obtain an outside line and the 999 service.

Ask for an ambulance and be ready with the following information:

- 1) Your telephone number
- 2) Give your location as follows:
The Gateway Academy
Marshfoot Road
Grays
Essex
- 3) State the postcode:
RM16 4LU
- 4) Give exact location within the school i.e. Classroom Number
....., School Canteen, Playground and state which level of the
building the patient is at
- 5) Give your name
- 6) Give name of patient and brief description of symptoms
- 7) Inform ambulance control of the best entrance and state that the
crew will be met and where
- 8) Ensure site staff are informed so that they can meet and direct the
ambulance crew

Speak clearly and slowly and be ready to repeat information if asked

Form 3a

Managing Medicines in School

Parental agreement for school to administer prescribed medication to students:

The Academy will not give your child prescribed medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

School	The Gateway Academy	Date:	
Name of Student			
Date of Birth		Tutor Group	
Emergency Contact Name			
Emergency Contact Number(s)			
Doctor/Clinic/Hospital Contact and telephone number			

Give name and details of diagnosis/condition:

Date condition diagnosed: _____ Diagnosed by who: _____

Give details of child's symptoms: _____

Give details of what constitutes an emergency for your child and the actions you expect if this occurs:

Give details of medication(s) and dosage your child takes: _____

Does your child need medication in school Yes / No (*please circle*)

Does your child self-administer medication in school Yes / No (i.e. epi-pen) (*please circle*)

Are there side effects to these medications Yes / No (*please circle*)

I understand it is my responsibility to ensure all medications for my child are in date and current. It is my responsibility to update the school with all necessary changes relating to my child's health and well being.

Signed: _____ (*Parent/Carer*) Date: _____

Managing medicines in school

Parental agreement for school to administer non prescribed medication to students:

The Academy recognises that from time to time students will require non prescription medication i.e. *paracetamol*. The procedure for this is to pass the medication with a written note giving dosage and reason to Student Services. Medication will be securely held along with parental note at Student Services and a log kept of when it is taken, under the supervision of the Student Services Officer.

The parental note should state:

Student Name	Tutor Group or College	Name of Medicine and milligram dosage	How many times per day	Reason for medication

This should be signed and dated by the parent/carer, medication will then only be given in accordance with these instructions.

Form 4

Health Care Plan/Review

Date:

Review Date:

Student Name/Year:

School Name:

Student date of birth:

Parental Name and
Address:

Contact Telephone No:

Second Contact Name
and Telephone No:

Medical Diagnosis/
Condition:

Clinic/Hospital Contact
and telephone No:

GP Name and No:

On a separate sheet please describe your child's symptoms/requirements and what constitutes an emergency.
Also detail what action(s) you expect to be taken in an emergency.

Signed: _____
(Parent/Carer)

Date: _____