

**St Clement's C. of E. Academy**

**MANAGEMENT OF FIRST AID POLICY**

Our vision is to inspire happy, courageous, independent, curious and creative life- long learners. We aim for all to achieve their full potential, striving both academically and socially with humility and dignity.

We believe that being anchored in Jesus Christ will guide us all with hope, compassion and wisdom in becoming successful members of a global community.

**# Learning for Life, Anchored in Christ**

Serving the local community in the name of Christ since 1859

**Policy Statement**

This document is a statement of the aims and objectives for the administration of First Aid at St Clement's Academy.

This policy is written in compliance with and should be read in conjunction with:

- Medication Guidance for Birmingham Schools
- First Aid in schools, early years and colleges
- Managing Medicines in School and Early Years Settings, DfES/DH
- Schools Policy Guidelines, Asthma UK
- DfE Supporting Pupils at School with Medical Conditions
- St. Clement's Academy Asthma Policy, 2024
- Birmingham Community Healthcare NHS Trust Epilepsy and Febrile Convulsion Guidance for Staff Working in Birmingham Schools, Early Years Settings and Play Settings.

**I. AIMS**

The aims of this policy are to provide:

- The children with a happy, safe environment when hurt or unwell in the same way as a reasonable parent would do (Locum Parentis).

**2. MEDICAL EMERGENCIES**

- In the event of a medical emergency send for a first aider and telephone 999 requesting a **PARAMEDIC AMBULANCE**.
- The senior leaders to be informed as soon as possible.

- Emergency guideline forms are located at the telephone (main office).
- Emergency medication such as asthma inhalers are kept in the child's class rooms with copies of any required alert/personal care plan. Information can also be found on the Medical Alerts board located in the staff room. Diabetic Medication is kept in a designated area (Pastoral Office). In the case of a medical emergency a 'Red Hand' will be sent from the classroom to the school office. Epi-pen medication is kept in the school office (closer to lunch hall).
- A Paramedic Ambulance must be called for any injury resulting in a loss of consciousness however slight.
- Children requiring hospital treatment not classified as an emergency and where parents are unobtainable must be taken to hospital by taxi. Staff must not use personal cars. Two members of staff must accompany the child.
- **ALL ATTEMPTS POSSIBLE WILL BE MADE TO CONTACT A PARENT /CARER IN THE EVENT OF A CHILD GOING TO HOSPITAL.**
- Qualified First Aiders at work/paediatric are:

S.San J.Nizamis S.Khatun S.Greene – Emergency First Aid At Work

S.Ahktar F.Bashir V.Butler – Full paediatric

Most staff, including Lunchtime Supervisors have received basic First Aid Training through SSS.

Mental Health First Aiders: Danielle Akers, Jane Nizamis

A list of all medical and mental health First Aiders can be found displayed around school (main display in the staffroom).

### 3. INJURIES

- Sick children (unless having an asthma attack, a severe allergic reaction) or a hypoglycaemic attack (diabetics) and walking wounded children will report to the main office.
- If a child is seriously injured, having an asthma attack, severe allergic reaction, hypo, or a member of staff is unsure, the First Aider must **go to** the child with the First Aid Box or appropriate medical treatment. (See care plans or asthma policy)
- The senior leaders and parents/carers must be informed of any injury to the head regardless of the severity. A bumped head letter is completed and given to parents at the end of the day. Parents are contacted immediately and informed of the bump/injury that is causing discomfort and/or concern. The letter is to be signed and part of the form returned to school.
- In the event of a serious accident occurring in the classroom. The class teacher or teaching assistant must use the 'Red help hand' card to summon assistance, by sending it to the school office.

#### **4. FIRST AID BOXES**

First Aid boxes are located:

- In all classrooms
- In the school office (Allergies kit and inhaler)
- The kitchen/dining area
- The staffroom (Defibrillator and stock)

The First Aid co-ordinators (N.Ajmal, S.San) are responsible for ensuring the first aid boxes are checked regularly. These should be checked regularly, restocked and a record of the check kept. Class Teachers are responsible for checking classroom based First Aid kits and kits taken on trips.

Items must be discarded safely after the expiry date has passed.

A First Aid box must be taken on each school trip.

The First Aid boxes should contain the following equipment:

- Eye pads
- Medi-wipes
- Scissors x1 (main box)
- Bandages (various)
- 1 box of gloves (main box)
- 1 box of adhesive dressings
- 1 paediatric mask (main box)
- 1 box of plasters (various)

#### **5. RECORD KEEPING**

- Any accident or incident in school relating to a pupil must be recorded in the incident book held in the reception office. These are logged onto Evolve by S.San.
- The Lunchtime Supervisors also have a folder where all incidents are recorded – same log book from the school office.
- The Medical Emergency Report Form must be completed and sent directly to the Nurse Advisor when:

1 - A pupil has a medical emergency whilst at school and has been given prescribed emergency medication e.g. Epi-pen or Glucogel

2 - A pupil has been sent to hospital via an ambulance.

## **6. ACCESS AND REVIEW OF POLICY**

St Clement's Academy Managing First Aid policy is accessible to all staff and the Academy community via the Academy's website. Hard copies can be obtained through the Academy reception.

The board of governors will review this policy every two years or sooner should guidance change.

Revised: July 2024

Review Date: July 2026

Reviewed By: Miss D. Akers