



**Upwood Primary**  
Academy



Policy:	First Aid Policy
Owner:	Miss L Clarke
Approving Board:	Academy Committee
Date of review:	July 2023
Date of next review:	July 2024
Publish Status:	Statutory
Version:	1

## First Aid Policy

### Introduction

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this Academy through the provision of first aid equipment and trained personnel.

### Aims of the policy

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- a person is appointed to take charge of first aid arrangements (Senior First Aider);
- staff nominated as 'first-aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the Academy;
- all members of staff are fully informed with regard to the first aid arrangements;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
- first aid arrangements are regularly reviewed.

### Procedure

First aid will be available at all times while people are on the Academy premises and also off the premises, while on school visits. The Academy's First Aid Policy will be made available for scrutiny by the Local Authority and all recognised teacher and staff unions.

### Qualifications and training

All Academy first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years. Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The Senior First Aider/Principal will:

- line manage the team of first-aiders, monitoring their training and competences;
- look after the first aid equipment, restocking first aid containers when required and replacing out- of-date materials;
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- undertake regular risk assessments and liaise with the Academy Committee and Principal as appropriate;
- ensure that all accidents and injuries are appropriately recorded;

- ensure that all members of full-time and temporary staff are familiar with the Academy's first aid provision.

### **First aid materials, equipment and facilities**

First aid containers will be stored in all classroom areas, plus a central supply of equipment in the first aid room near the front entrance. All first aid containers are stocked in accordance with HSE recommendations. Named first aiders on school trips will have a portable first aid container. Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

### **Information and notices**

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first-aiders will be prominently displayed in throughout the Academy. UPA will make every effort to ensure that first aid notices are clear and easily understood by all.

### **Hygiene and infection control**

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections.
- All staff will have access to single use disposable gloves and hand washing/ hand sanitizer facilities.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

### **Recording accidents and injuries**

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

- the date, time and place of the incident;
- the name and class of the injured or ill person;
- details of the injury or illness and what first aid was given;
- the name and signature of the first-aider or person dealing with the incident.
- A copy of the first aid record, will be sent home to parents/carers.

In an emergency involving outside medical professionals or services, the Principal or the Senior First Aider will follow the Academy's established procedures for contacting a parent or carer.

### **Reporting accidents to the Local Authority**

The following types of accidents will be reported to Trust Health and Safety Manager, via the online reporting tool:

- accidents resulting in death or major injury;

- accidents that prevent the injured person from doing their normal work for more than three days.

### **Review of first aid provision**

The Academy Committee and the Principal/Senior First Aider will review first aid policy and provision at least once every year.