



# The Boston Witham Academies Federation

## Haven High Academy

### FIRST AID POLICY

#### INTRODUCTION

This policy outlines the academy's responsibility to provide adequate and appropriate first aid to students, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

#### AIMS

- To identify the first aid needs of the academy in line with the management of the Health and Safety at work regulations.
- To ensure that first aid provision is available at all times while people are on academy premises, and also off the premises whilst on visits.

#### OBJECTIVES

- To appoint appropriate, suitably trained First Aiders to meet the needs of the academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the academy's First Aid arrangements.
- To keep accident records.

#### PERSONNEL

The academy will ensure that a risk assessment of the academy is undertaken and that the appointments, training and resources for First Aid are appropriate and in place.

**The Executive Headteacher** is responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on the academy's arrangements for First Aid are made available to all stakeholders.

**All staff** are expected to do all they can to secure the welfare of the students.

**The appointed person** should have emergency first aid training and the Lead First Aider, should have undertaken Emergency First Aid at Work. He/she will:

- Take charge when someone is injured or becomes ill.
- Look after the First Aid equipment
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The other First Aiders** must have completed and keep updated training courses approved by the HSE.

## **PROCEDURES**

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the H&S officer and Faculty heads. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Executive Headteacher.
- The academy will ensure that staff are informed about the academy's First Aid arrangements, giving the location of equipment, facilities and First Aid personnel. Staff are signposted to the First Aid Policy and the list of first aid personnel in the Staff Handbook Supplement.
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake the required First Aid qualification.
- The academy will ensure that the appropriate number of First Aid containers are available and will:
  - i. All be marked with a white cross on a green background
  - ii. Be in the federation mini-buses.
  - iii. Be made available in the following faculty areas:  
Art, Technology and Science
  - iv. Accompany PE teachers off site.

## **REPORTING ACCIDENTS**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE. The academy will keep a record of any incidents. This must include: the date, time and place, personal details of those involved, and a brief description of the nature of the incident. Any reportable incidents should be referred to the academy's H&S officer.

## **ADMINISTRATION OF MEDICINES**

The governors and staff of the Haven High wish to ensure that students with medication needs receive appropriate care and support at academy. The Executive Headteacher will accept responsibility in principle for members of the academy staff giving, or supervising students taking, prescribed medication during the academy day where those members of staff have volunteered to do so.

It should be noted that parents should keep their children at home if acutely unwell or infectious.

- Parents are responsible for providing the academy with comprehensive information regarding the student's condition and medication
- Prescribed medication will not be accepted in the academy without complete written and signed instructions from parents
- Staff will not give a non-prescribed medicine to a child unless there is specific written permission from the parents
- Only reasonable quantities of medication should be supplied to the academy (eg four weeks supply at any one time)
- Where students travel to the academy with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student.
- Each item of medication should be delivered to the appointed person by the parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
  - Student's name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date

The academy will not accept items of medication in unlabelled containers

- Medication will be kept in a secure place, out of reach of the students.
- The academy will keep records, which will be available to parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the academy's emergency procedures will be followed.
- It is the responsibility of the parents to notify the academy in writing if the student's need for medication has ceased
- It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The academy will not make changes to dosages on parental instruction
- Academy staff will not dispose of medicines. Medicines, which are in use and in date, will be collected by the parent at the end of each term. Date-expired medicines, or those no longer required for treatment, will be returned immediately to the parent for transfer to a pharmacist for safe disposal.
- For each student with long-term or complex medication needs, a Medication Plan and Protocol will be drawn up, in conjunction with the appropriate health professionals.
- Where it is necessary, or appropriate to do so, students will carry their own medication (eg epipens or inhalers). Parents will be asked to confirm in writing that their child will carry their medication with them in the academy.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- The academy will make every effort to continue the administration of medication to a student whilst on trips away from the academy premises, even if additional

arrangements might be required, However, there may be occasions when it may not be possible to include a student on a trip if appropriate supervision cannot be guaranteed.

- All staff will need to be made aware of the procedures to be followed in the event of an emergency.

Appointed person	Bridget Blackham
Lead First Aider	Gemma Harris
H&S Officer	Steve Chester
First Aid Room	Front Office

Reviewed May 2014

Reviewed July 2015

Reviewed June 2016