



## FIRST AID POLICY

Policy Version			
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4 July 2017	1.0		Emily Haddock

This policy will be reviewed every 12 months in light of local and Government legislation.

At Mountwood  
Academy we  
nurture our young  
people through  
quality experiences  
to never stop  
learning and be the  
best they can be.

This policy sets out our approach in both identifying safeguarding risks in connection with First Aid and adequately managing them.

Mountwood Academy has responsibility to provide adequate and appropriate first aid to pupils, 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 Oakwood 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 Oakwood premises, and also off the premises whilst on visits.

### **Objectives**

- To put in place suitably trained Lead First Aiders to meet the needs of Mountwood Academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/carers of Mountwood Academy's First Aid arrangements.
- To keep accident records.

### **Risk Assessment (Health & Safety)**

Mountwood Academy ensures that risk assessments are overseen by a H&S Officer and that the appointments, training and resources for First Aid are appropriate and in place.

Risk Assessments are located on the staff shared server.

### **First Aid**

- Oakwood have a First Aid room on the orange corridor.
- All medication is kept locked away in the special cabinets and must be signed for.

- There are cold compresses kept in the fridge.
- There are a wide range of plasters, dressings and bandages available.
- Any minor injury must be recorded in the file in the First Aid room.
- Any major injuries that requires hospital treatment parent/carers are immediately contacted
- Specialist equipment is stored in the First Aid Room.
- All staff have a duty of care to do all they can to secure the welfare of the pupils.

Named Lead First Aider for Mountwood Academy is Sarah Page (school nurse):

The other main First Aiders are:

- TBC

There are also 12 Staff with (1-day) First Aid Training

First Aiders:

- 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.

## **Procedures**

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the H&S officer. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Head teacher.
- To ensure that staff are informed about Mountwood Academy's First Aid arrangements, giving the location of equipment, facilities and First Aiders
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by an approved First Aid Training Course 'First Aid at Work'.

- The main First Aiders for Oakwood undertake a four day training course. Other selected staff will attend the one-day emergency First Aid training.
- For medication information please refer to the Medication Policy.
- Mountwood Academy will ensure that the appropriate number of First Aid containers are available and will all be marked with a white cross on a green background. These are checked on a regular basis.

## **Reporting and Accidents**

Any reportable incidents should be referred to the Head Teacher and recorded and should be followed up by a telephone call to Parents/Carers.

Statutory requirements: under reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Any accidents and/or serious, that require hospital visit must be recorded. This includes: the date, time and place, personal details of those involved, and a brief description of the nature of the incident.

Accidents where a child does need to be taken to hospital. The First Aider dealing with the situation will need to assess the severity of the injury and make the following decision (Head Teacher to be informed).

If the injury is of a serious nature:

- telephone for an ambulance and immediately telephone parents/carers giving details informing them of what's happened and arrange to meet parents/carers at the hospital. (staff to remain at hospital to wait for parents)

## **Mountwood Academy Transport**

All Mountwood Academy company vehicles have first aid containers/boxes that are checked regularly.

As a matter of health and safety a First Aider travels on transport with pupils.

## **Monitoring and review**

The implementation of this policy will be monitored by the Head Teacher, who will make an annual report to the Proprietor.

**Approval by Mountwood Academy**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Review date: \_\_\_\_\_

This policy, signed by the Proprietor on behalf of Mountwood Academy, is held by the Head Teacher.

**End of policy statement**