SOLENT
Academies Trust

Littlegreen Academy

Our vision is that all pupils at Littlegreen Academy will grow to be confident adults who communicate well, so that they can live healthy, happy, and successful lives

First Aid Policy

Scope:	Academy Policy
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Name of Responsible Officer:	Hannah Davis/Louise Quaid
Approving Committee:	Audit & Risk
Statutory Basis:	Yes
Requirement to publish on website:	Yes
Date Approved:	October 2024
Review Period:	Every 2 years
To be Reviewed:	October 2026

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Policy statement

Littlegreen Academy will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Littlegreen Academy main site is held by the responsible manager.

Responsibility for first aid at Early Years is held by Assistant Principal of Early Years.

All first aid provision is arranged and managed in accordance with the Health & Safety (First Aid) Regulations 1981.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- Ensuring that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are enough trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, are nominated, as identified by completion of the First Aid Needs Assessment, this will be completed working with Trust Estates Lead and all staff are adequately trained to meet their statutory duties.

Staff Training

First Aiders

Littlegreen Academy there are 9 first aiders.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Please see appendix for named first aiders.

First Aid kit requirement

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 6 first aid kits on the premises
    - These first aid kits will be situated in the disabled toilet, site team office and reception

- 2 travel first aid kits available for educational visits
    - The travel first aid kits will be located in the first aid room

It is the responsibility of the first aid lead to check the contents of first aid kits every 6 months and record findings on the First Aid Kit Checklist. Completed checklists are to be stored in the Admin office.

It is the responsibility of the educational visit lead to check the contents of travel first aid kits before and after each use and replenish if required.

The contents of first aid kits are listed under the *'required quantity'* column on the checklist itself.

The first aid room for Littlegreen Academy is in the main building, next to the back door and is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- It has a bed, chairs and a toilet and sink.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call for emergency assistance.

Emergency assistance (999/111) is to be called in the following instances:

- A serious injury has occurred
- A significant head injury

- In the event of a period of unconsciousness
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- If any pupil shows signs of serious injury that is prevalent with their diagnosed condition, pupil protocol will be followed
- In the event of a seizure if the seizure falls within any of the parameters of the pupil protocol

In the event of an accident involving a pupil, where appropriate, it is our policy to always notify parents/carers of their child's accident.

Our procedure for notifying parents/carers will be to use all telephone numbers available to contact them and leave a message should the parents/carers not be contactable.

If parents/carers cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents/carers every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil until the parents/carer can be contacted and arrive (as required).

If the pupil requires hospital treatment and the parents/carers cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the pupil to hospital and remain with them until the parents/carers can be contacted and arrive at the hospital.

Additional Procedures

The following procedure is to be followed in addition to the above procedure, when the accident or injury involves a pupil's head.

A **major** bump to the head, which is when the accident or incident results in suspected concussion or dizziness and / or result in a lump appearing on the head. The admin office or a member of the Senior Leadership Team will be informed and will ring the parents/carers or other designated contacts to inform them of the injury. The parents/carers will be offered the opportunity to come to the academy and if necessary, take their child home for monitoring. Please see First Aid Policy

If a **minor** bump to the head occurs which does not result in any of the above, the office will phone the parents/carers to inform them of the injury.

In the event of any head injury, parents/carers will be provided an information letter identifying any signs or symptoms in their child, which may indicate a more serious injury.

There will be a member of staff supporting the pupil on duty at both break and lunchtimes, they will share any incident verbally with the rest of the team initially, this will also be added to Cpoms.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

Staff incidents are records on IAM compliant and pupils on Cpoms.

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Appendix

First Aiders		
Kate Dennis	Trixi Ellis	Emma Hart
Nicky Hodgett	Alice Gardiner	Laura King
Pierre Neollier	Toni Somes	Greg Tognarelli