



FIRST AID POLICY

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Standing First Aid setup

The school maintains a staffed Student Reception throughout the core school day. This reception is the main point of contact for all First Aid and Medical issues for students, and if necessary, staff.

Student Reception staff will respond to emergency calls over the radio, to phones calls and to walk-in cases.

Exceptions to the above are:

- Injuries that occur in the OLC should be treated by the PE staff (if a PE lesson) initially, with support from the first aiders at the OLC, before, depending on the situation, moving to the school.
- Injuries that occur in the Tennis Centre should be treated by the PE staff (if a PE lesson) initially, with support from the first aiders at the Tennis Centre, before, depending on the situation, moving to the school.
- PE injuries occurring on school premises, should initially be treated by PE staff, before being supported by school first aiders.
- Injuries occurring in Technology/Art/Science should initially be treated by the DT/Food/Art/Science Technician, before being supported by school first aiders.

First Aid Room

The school has a stocked first aid room, adjacent to Student Reception. The room is equipped with a bed, and access to a wheelchair.

First Aid Kits

First aid kits are located throughout the building:

- Student Reception
- Food Tech
- DT
- Staffroom
- Science Rooms
- Science Prep Room
- Site Office
- Boiler Plant Room – Burns Kit
- PE also have a specific physical activities first aid kit for taking on fixtures.

Emergency Epi Pen Locations

These are in an unlocked cupboard behind Student Reception

Emergency Inhalers

These are located in the First Aid room, and the Staffroom. An emergency inhaler is also part of the trip's packs.

Defibrillators

There are three defibrillators on the school site:

- Level 1 – Student Reception
- Level 2 – Staffroom
- Level 3 – Library (from September 2024)

Staff who have completed the First Aid at Work course are trained in the use of defibrillators. However, all defibrillators on-site will talk the user through what they need to do, and as such staff who are not trained, can still access the machine to support the preservation of life.

First Aid Contact Points

- Radio Channel 1
- Phone extension 86455

First Aid Procedures

Walk-in

A student arriving at First Aid from a lesson should be provided with a corridor pass from the teacher or be brought down by a staff member. If none of is present, Student Reception should contact the year team to ascertain if the students should be at First Aid. The First Aider will assess the student and treat any injuries as necessary, and whilst there is a myriad of possible outcomes, the *most common* are as follows:

- The student is to remain in first aid for a short while until feeling better.
- The student's family are contacted to come and collect the student due to their illness/injury.
- An emergency 999 call is made for professional medical support.

Request for First Aid attendance in the building.

Often these are callouts for what are deemed to be more serious instances of illness/injury. As much information is to be given to the first aider over the phone or radio to help give context to the situation, and what equipment may be required e.g., wheelchair, 999 call to be made etc.

Once on scene the first aider will assess the situation and treat any injuries/illness as necessary:

- The situation may dictate that the casualty must remain where they are until recovery/professional medical support arrives to take over.

Or

- The casualty can be safely conveyed (e.g. wheelchair) to Student Reception for further treatment etc.

Students being sent home.

If due to a student's injury, they are required to go home for onwards conveyance to the hospital/doctors, student reception is to contact home to arrange this.

If, in the opinion of the first aider, the student's illness requires them to go home they are to contact the Year Team for permission.

In most circumstances, it is expected that the student will be collected by an authorised family member. If, in exceptional circumstances, the parent/carer has agreed for the student to make their own way home, this must be clearly recorded on their BromCom record.

Decision Making

School first aiders are not professional medics. No first aider is to work beyond what they deem as their technical/medical knowledge gained from their first aid training. If a first aider needs assistance or feel they need support in their decision making they should call for further first aid assistance.

If the first aiders are still unsure as to how to treat a casualty, they are to make them as comfortable as possible, with minimum movements to the casualty and call for an ambulance.

Technical Department Injuries

Design & Technology

- Students should report to the DT Technician, who will assist with first aid, before taking them to Student Reception.
- In the case of a minor injury, e.g., small clean cut requiring a plaster, this can be completed by the DT technician. A logbook is to be kept in DT for such injuries.

Food Tech

- Students should report to the Food Technician, who will assist with first aid, before taking them to Student Reception.
- In the case of a minor injury, e.g., small clean cut requiring a plaster, this can be completed by the Food technician. A logbook is to be kept in DT for such injuries.

Art

- Any minor injuries in the art department are to be taken to student reception – as currently the technician does not have a first aid qualification.
- If holding a first aid certificate:
 - Students should report to the Art Technician, who will assist with first aid, before taking them to Student Reception.
 - In the case of a minor injury, e.g., small clean cut requiring a plaster, this can be completed by the Art Technician. A logbook is to be kept in DT for such injuries.

Science

- Students should report to the Science Technician, who will assist with first aid, before taking them to Student Reception. The Science Technician has an additional range of first

aid equipment beyond that held by the First Aid room, such as eye wash tubes for taps.

- In the case of a minor injury, e.g., small clean cut requiring a plaster, this can be completed by the Food technician. A logbook is to be kept in science for such injuries.

Communication with Parents/Carers

Parents will be contacted if an ambulance is called, or if the student needs to be taken the Doctors/minor Injuries/A&E or needs to recover at home.

A student attending first aid feeling ill, does not automatically require a call home. The student is to be assessed, and if in the opinion of the first aider they do not need to be sent home, the parent/carer does not need to be contacted. However, this does not stop the first aider from making a courtesy call to inform the parent/carer of their child's visit to first aid.

Recording of medical events and/or accidents.

In all cases a record of the injury/illness is to be made on the students BromCom record. This is to include what the illness/injury was, the time it occurred, and what actions were carried out e.g., bandage, call home etc.

If there has been an accident at school, which has led to the injury of a student, the member of staff who witnessed the accident is to complete an accident/incident form. These forms are electronic and can be found on the SharePoint site at the link below:

[Staff Forms](#)

Follow the instructions on the form, for where to send the form to next – this is normally to the Department Head, who then forwards it onto the School Business Manager.

Lower Limb, Head and Neck Injuries

Protocol following a student injury with suspected severe lower limb injury and/or neck/spine injury.

1. Normal immediate First Aid treatment to be provided by staff member running the lesson.
2. First Aid callout made via mobile phone, radio or using student runner.
3. First Aid staff member arrives at injured student and is apprised of the situation by the staff member running the lesson who has provided the initial first aid.
4. Based on the injury being lower limb or neck/spine – First Aider must carry out own checks irrespective of feedback from staff member. If First Aider feels they require additional support, they are to call for it.
5. If severe injury suspected, 999 call to be placed for ambulance, and the call handler is to be asked how long the approximate response time will be. Asking for an approximate time scale is important to have an idea of how to approach casualty care.
6. Parent/Carer contacted and asked to attend the school.
7. First Aid process will dictate the required actions, however, if safe, the casualty is to remain where they are.

8. Casualty is to be kept as warm and comfortable as possible.
9. Upon arrival of parent/carer they are to be apprised of the suspected injury and informed of the wait time provided by the Ambulance Service.
10. Options can then be presented to the parent/carer, which in most instances provide three options:
 - a. Casualty remains where they are and will be looked after providing the best support working with parent/carer whilst waiting for the ambulance.
 - b. Parent/Carer would like to take their child to hospital in their own vehicle. In this instance, providing the parent/carer agrees, NEW ROAD ACADEMY staff can help parent/carer to get student into vehicle. It may be that the vehicle can be brought to the casualty (if outside), or they may be moved via wheelchair to vehicle. *If the first aider(s) present, do not believe this to be in the best interests of the student, they are to inform the parent/carer of this, and not put hands on the student for the movement, but can assist in opening doors etc.*
 - c. Parent/Carer would like their child conveyed to hospital in the school minibus (if it is available). This will require the student being placed in a wheelchair and loaded into the back of the minibus (seats removed and ramp being used). Parent/Carer is to be informed that the student will need transferring into a hospital wheelchair as the school wheelchair needs to be returned to school due to potential further use that day. *If the first aider(s) present, do not believe this to be in the best interests of student, they are to inform the parent/carer, but continue to support the casualty.*
11. Staff member running the lesson must complete the student injury form as soon as possible. [Staff Forms](#)

Please note – each scenario is going to be different and must be dealt with as it develops. Following the above as close as possible will provide the best casualty care and provides assistance to the First Aider regarding any movement of the casualty through working with the parent/carer.

School Events, Trips/Visits and Minibuses

The risk assessment compiled for events, trips/visits should include the provision of first aid, and it is the responsibility of the EVC to ensure this has happened. The trip co-ordinator should ensure a travel first aid kit is taken on the trip/visit. The school minibus is supplied with a travel first aid kit.

Supporting Students with Medical Needs

First Aiders will be notified via email with information to support students with medical needs. Further details are contained within the *Supporting Students with Medical Conditions Policy*