

## HASMONEAN MULTI-ACADEMY TRUST



# FIRST AID POLICY

The **First Aid Policy** at Hasmonean Multi-Academy Trust ("The Trust") is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

The term **First Aider** refers to those staff who are in possession of a valid First Aid at Work (FAW) certificate or equivalent.

In the event of an accident all members of the Trust community should be aware of the support available and the procedures available to activate this.

### 1. PURPOSE OF THIS GUIDELINE

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health and Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.

### 2. FIRST AID PROVISIONS

- It is the responsibility of the school to ensure that a number of First Aiders are available throughout the normal school/working day on each school site.
- A medical room is available on each school site, which is to be used for first aid when required. The room should be kept clean and tidy at all times.
- Well stocked first aid kits are available throughout the offices of the school to ensure the health, safety and welfare of students, staff and visitors. Keeping the first aid kits well stocked will be the responsibility of the assigned Student Services Officer.
- A First Aider should be present on every school trip, and should ensure that they take copies of all student's medical forms and a portable first aid kit.
- Training records will be kept up-to-date by an administrator and timely refresher training will be arranged.
- All new staff should be made aware of the First Aid procedures in school including location of equipment, facilities and first aid personnel.
- First aid information should be displayed on walls in prominent places.
- Risk assessments will be carried out and updated annually and should cover potential risks to students, staff and visitors.
- All first aid provisions should comply with other relevant legislation and guidance.

- Accident records, either in written or electronic form, will be readily accessible for a minimum of 3 years

### 3. RESPONSIBILITIES OF A FIRST AIDER

First Aiders must complete a training course approved by the Health and Safety Executive (HSE)

The main duties of the First Aider include:

1. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
2. When necessary, ensure that an ambulance or other professional medical help is called (Hatzolah);
3. Accurately record any reportable injuries in the accident book and keep a record of any first aid treatment given, including the date, time and place of the incident, the name of the injured/ill person, details of the injury/illness and what first aid was given, what happened immediately afterwards, name of the First Aider.
4. Report serious workplace accidents, occupational diseases and specified dangerous occurrences (RIDDOR – Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013) to the Head of Operations, who in turn will report them to Capita. (See Appendix 5 of the Health and Safety Policy).

### 4. ADMINISTRATION OF MEDICATION (PRESCRIPTION AND NON-PRESCRIPTION)

- Medication should never be administered to a child under 16 (prescription or non-prescription) without their parent's written consent and dosage instructions. In exceptional circumstances, where the medicine has been prescribed to the child without the knowledge of the parents, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but may be made available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely and according to instructions. Children will know where their medicines are at all times and will be able to access them immediately.
- Medication should never be administered without first checking maximum dosages and when the previous dose was taken. The Trust expects that where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents will be informed of this by the SSO.
- When giving a child medication, parents should be informed of the dosage and time given.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- The Student Services Officer will **only** administer medicine in cases where a student needs assistance. In all other cases, students will administer their own medication.

### 5. CONTACTING PARENTS

- When an accident occurs, a member of staff will inform the parents as soon as is practically possible if the incident has required referral to Hatzola, a doctor or the hospital.

- Reviewed by Stone King April 2019
- Approved by the Trustees April 2019
- Next Review: April 2024

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